



DRAFT ADMISSION ARRANGEMENTS 2020/21 for 11 - 16 provision

Bristol Cathedral Choir School is an academy and part of Cathedral Schools Trust.

Bristol Cathedral Choir School has a published admission number (PAN) of 150 pupils for entry into year 7. The school will accordingly admit at least 150 each year if sufficient applications are received. All applicants will be admitted if 150 or fewer apply.

Applications for places at Bristol Cathedral Choir School will be made in accordance with the local authority's co-ordinated admission scheme.

Consideration of Applications

The school will admit any pupils with an Education, Health and Care Plan (EHCP) naming the school. Priority will then be given to those children who meet the criteria set out below, in order:

1. Looked after children and previously looked after children.

Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order (see notes section at end).

2. Probationer Chorister

Priority will next be given to up to 8 pupils based on their membership of the Probationer Chorister programme at Bristol Cathedral. Children admitted under this criterion are not included in the 10% admitted under Music Specialism. If there are more probationer choristers seeking admission than places available then the 8 places would be randomly allocated and the remainder placed on a waiting list.

3. Music Specialism

Next, 10% of the PAN will be allocated to children who have demonstrated an aptitude (1) in our specialist subject area for music, using a music aptitude test for pitch, melody, texture and rhythm.

Parents will need to complete the music specialism application form if they wish their child to be considered for one of these places. The music specialism application form will be available on the BCCS website.

Tests will be held in early October and parents will be informed of the result of the test before the closing date for applications which is 31 October. Details of the test are available on the

(1) Aptitude measures potential, ability measures attainment or what has already been achieved and the two should not be confused.

school

website.

Children not demonstrating aptitude will be considered under our other oversubscription criteria, applied in order, if their parents apply for a place.

4. Staff

Pupils who are sons / daughters of serving employees of Bristol Cathedral Choir School. This will include all staff, full and part-time working 28 hours or more per week during term- time and who have been employed permanently at the school for two or more years at the time at which the application for admission to the school is made, and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Feeder School

Priority will next be given to children who are on the roll of Cathedral Primary School, as the designated feeder school for Bristol Cathedral Choir School.

6. Siblings

Pupils who, on the date of application, will have a sibling on roll at Bristol Cathedral Choir School (Year 7 to Year 11). The term “sibling” means a full, half, adopted, step brother or sister, but not cousins or other family members. A sibling must be living permanently with the applicant at the same address at the date of their application. The school may require proof of relationship and/or proof of residence.

7. Random Allocation

Random allocation will be used as a tie-break to decide the remainder of the places until all 150 have been filled from any of the following Bristol postcode areas from BS1 to BS16.

In the event of any places still available these will be allocated by random allocation to those applicants living outside of the above postcode areas. This process will be independently verified.

Tiebreak

If in categories [2-7] above a tie-break is necessary to determine which child is admitted, random allocation will be used as a tie-break to decide who will be admitted and overseen by an independent body.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place, those siblings will be admitted over PAN.

Late Applications

All applications received by the local authority after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school’s waiting list.

Admission of children outside normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, considering the views of the headteacher and any supporting evidence provided by the parent.

Waiting Lists

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the admission authority and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Music Specialism Waiting List - year 7 only

A separate waiting list will operate for those applicants who applied under the music specialism criterion. This is held in rank order from the combined scores achieved in both music aptitude tests. Where a music specialism place becomes vacant it will be reallocated from the next highest scoring applicant on the music specialism waiting list. Unsuccessful music specialism applicants will be considered alongside all other children under the remainder of the school's admission criteria including random allocation. Music specialism applicants will be on both the random waiting list and the ranked music waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact admissions@bristolcathedral.org.uk for information on how to appeal. Information on the timetable for the appeals process is on our website at; <http://bccs.bristol.sch.uk>

In Year Applications

Parents/carers, seeking admission, to a year group other than year 7 are able to make an in-year application to the school. Please note there are no probationer chorister or music specialism places for an in-year admission.

Parents/carers should complete the on-line application form available on the school website or by requesting a form from the school. Parents/carers will be notified in writing, of the outcome of

their in-year application and have a right of appeal to an independent appeal panel if a place is refused. Parents/carers should indicate on the reply form, included with the notification letter, and return it to the school, if they wish their child's name to be placed on the waiting list and/or appeal for a place. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added or leaves it. Each in year application made to the school is only valid for the academic year in which it is made. Parents/carers will be required to make a fresh application for each new academic year.

The school will participate in Bristol City Council's In Year Fair Access Protocol.

Notes

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Children with an Education, Health and Care Plan

There is a different procedure for children with an Education, Health and Care Plan (EHCP). Their parents should apply for a place via the service dealing with Special Education Needs in their home local authority.

Looked after children and children who were previously looked after:

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Sibling:

Sibling means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application.

Admissions Timeline

Bristol Cathedral Choir School will use the following timetable for applications each year (exact

dates within the months may vary from year to year).

By end of July 2019 – the school will publish on its website information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in July 2019 for admission in September 2020). This will include details of open events for prospective pupils and their parents/carers to visit the school and date for the music aptitude test;

September 2019 - the local authority admission application process will open.

Early October 2019 - Music Aptitude Test (dates to be confirmed)

31st October 2019 – closing date for parents/carers to complete the common application form (CAF) via their home LA, which the LA provide and administer;

Offers will be sent to parents/carers on 1st March 2020 (or next working day) by the home local authority;

Closing date for parents/carers to accept places offered is 15th March 2020.

June 2020 - Appeals will be heard by an Independent Appeal Panel administered by Democratic Services at Bristol City Council on behalf of the school.

Registered Address

Head of School,

Mr P G Atkins

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