



## DRAFT ADMISSION ARRANGEMENTS 2020/21 POST 16 provision

### Oversubscription criteria and procedures

BCCS operates a sixth form for a total of 300 students. 175 places overall will be available in year 12 (the year 12 'capacity').

The admission number for year 12 is 100. This is the number of places which will be offered on an annual basis to eligible **external** applicants. Where fewer than 75 of the school's own year 11 students transfer into year 12, additional external students will be admitted until year 12 meets its capacity of 175.

BCCS will admit any students with an Education, Health and Care plan naming the school, providing they meet our minimum academic entry requirements for courses they wish to study.

To be eligible to enter the sixth form **both** internal and external students will be expected to have met the minimum academic entry requirements.

In addition to the sixth form's minimum academic entry requirements students will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually on the website at the beginning of the academic year prior to admission. The on-line application form for 6<sup>th</sup> Form should be submitted by **first day of term in January 2020**.

Where BCCS is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted/permitted to progress.

Where there are more eligible external applicants that satisfy any academic entry requirements, priority, will be given in the order set out below:

#### **1. Looked after children and previously looked after children.**

A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see the definition in Section 22 (1) of the Children Act 1989). Previously looked after children includes children who were adopted under the Adoption and Children's Act 2002 (section 46 adoption orders).

#### **2. Siblings**

Pupils who, on the date of application, will have a sibling on roll at BCCS (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.

### **3. Staff**

Students who are sons / daughters of serving employees of Bristol Cathedral Choir School. This will include all teaching and non-teaching 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.

### **4. Random Allocation**

Random allocation will be used as a tie-break to decide the remainder of the places to those living in any of the following Bristol postcode areas BS1 - BS16, provided that they meet the minimum academic entry requirements and is dependent on availability of courses.

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 (2-4) 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.

### **Late Applications**

All applications received by the admission authority after the closing date will be considered to be late applications. Late applications will be considered after those received on time and will be considered after GCSE results day. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

### **Waiting Lists**

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the first half term of the school year. This will be maintained by the Academy Trust 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. In the case of sixth form admission the student may also ask for his or her name to be added to the waiting list.

The school will keep a list, ranked against the oversubscription criteria (1 - 4 above), of those applying for entry to year 12 who are not made a conditional offer at Easter. Any of those students meeting the academic entry requirements on GCSE results day in August will be considered for a place if any students who were previously offered places, conditional upon meeting the above academic entry criteria, do not achieve their grades or do not take up their offer of a place in the sixth form.

## Appeals

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

For information please contact [admissions@bristolcathedral.org.uk](mailto:admissions@bristolcathedral.org.uk)

## Admission Timeline

BCCS will publish, at the beginning of the academic year prior to admission (e.g. July 2019 for those seeking admission in September 2020) specific criteria in relation to minimum entrance requirements for the range of courses available including GCSE grade requirements or other measures of prior attainment. These criteria will be the same for internal and external applicants.

**Dates to be confirmed** – Sixth Form Open Events and Subject Fair, with a presentation by the Head of School and Head of Sixth Form.

**First day of term January 2020** – date for **all** sixth form application forms to be submitted to the school from year 11 students of other educational establishments. BCCS year 11 students are not required to apply to re-enter the school in year 12 but are asked to complete the form to indicate their subject choices.

**Late February/early March 2020** - all external applicants will be invited to attend an informal meeting to discuss appropriate options and courses. This does not form part of the decision-making process whether a place is offered.

**Easter 2020** – applicants receive conditional offers based on subject choices submitted on their application form.

**August 2020** – GCSE results day. Evidence required of academic grades attained and courses confirmed.

**By end of August 2020** – Confirmation of place.

**September 2020** - Induction Day – enrolment.

## Registered Address

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