

**YEAR 7 2020 APPEAL GUIDANCE - BEFORE COMPLETING AN APPEAL FORM WE
ADVISE YOU TO READ ALL PAGES IN THIS DOCUMENT**

As a parent/carer you have expressed a preference to your home local authority regarding the school you would like your child to attend. However, if the year group applied for is oversubscribed and has reached its published admission number (PAN), the admission authority may not be able to meet your preference. Compliance with your preference would “prejudice the provision of efficient education or the efficient use of resources” at the school. Under the Education Act a parent/carer has the right to appeal against the decision to refuse their child a place at a school for which they have applied for.

Bristol Cathedral Choir School (BCCS) has an admission number of **150** and has received **1331** on time applications for the academic year 2020/21. All **150** places have been offered in accordance with the oversubscription criteria, in order of priority, as set out in the published admission arrangements 2020/21 and there are no further places to offer.

How have the 150 places been allocated for year 7 2020?

13 places have been reserved at the request of the SEN team for children with an Education, Health and Care Plan (EHCP). The remaining **137** places have been allocated by applying the oversubscription criteria, in order of priority, as set out in the published admission arrangements 2020/21 for the 1st round of allocation (*a full copy of the admission arrangements is available to view on the school website*):

1. Looked after children and previously looked after children (**20 places**).
2. Probationer Chorister (**8 places**).
3. Music Specialists (**15 places**).
4. Children of staff (**0 places**).
5. Children on roll at Cathedral Primary School (**24 places**).
6. Children with a sibling(s) on roll at Bristol Cathedral Choir School (**53 places**).
7. Children by random allocation who live in Bristol postcode areas BS1 to BS16 (**17 places**).
8. Children by random allocation who live outside Bristol postcode areas BS1 to BS16 (**0 places**).

Oversubscription Criteria

- 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 an adoption, a child arrangements order, or special guardianship order (see the notes section at the 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. The applicant's address is not taken into consideration under this criterion.

3. Music Specialism

Next, 10% of the PAN will be allocated to children who have demonstrated an aptitude in our specialist subject area for music, using a music aptitude test for pitch, melody, texture and rhythm. The applicant's address is not taken into consideration under this criterion.

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. The applicant's address is not taken into consideration under this criterion.

5. Feeder School

Priority will be given to children who are on the roll of Cathedral Primary School, as the designated feeder school for Bristol Cathedral Choir School. The applicant's address is not taken into consideration under this criterion.

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. The applicant's address is not taken into consideration under this criterion.

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.

How do I appeal for a place at BCCS?

Once you have received the official paperwork from your local authority which provides the reason

why your child's application has been unsuccessful, please respond by the deadline requested. If you decide to appeal you will need to complete the BCCS appeal proforma with **your reasons in writing**. An appeal cannot be set up without your reasons in writing. The appeal pro forma is available from the school website: <http://bccs.bristol.sch.uk/admissions/appeals>

You will need to submit the appeal pro forma to the school by the deadline of **Friday 1st May 2020**. You may include any additional information which you feel is relevant to your appeal with this form and return it to: **Admissions, Bristol Cathedral Choir School, College Square, Bristol, BS1 5TS** or email it to admissions@cathedralschoolstrust.org

Appeals will not be accepted from applicants who:

- Did not name Bristol Cathedral Choir School on the common application form (CAF).
- Have been offered a higher preference i.e. a school that was placed higher on the CAF than the preference for Bristol Cathedral Choir School.

How does the appeal process work?

Democratic Services at Bristol City Council is employed by the admission authority to administer and conduct appeals for BCCS. They will organise an independent appeal panel which consists of 3 people with no prior connection to BCCS; a Chair, a Lay person and a member acquainted with education. There will also be a clerk in attendance to minute the appeal.

The independent appeal panel must follow a two stage decision making process for all appeals; **Stage 1** - You will be invited to attend, which will be in the presence of all those appealing for a place for Year 7. A presenting officer from the school will present the school's case and its decision not to admit the child. The panel will examine the decision by the school to refuse admission, whether the admission arrangements were correctly and impartially applied and whether the admission of an additional child would prejudice the provision of efficient education or the efficient use of resources.

Stage 2 - This is your individual appeal which will be held in private. The appeal panel must balance the prejudice to the school against your case for your child to be admitted. They will need to take into account your reasons for expressing a preference including what this school can offer your child that the allocated school or other schools cannot.

What happens once the appeal has been lodged with the school?

BCCS will acknowledge receipt of your appeal paperwork by letter or email and will forward all your appeal documents to Democratic Services.

When will the appeal be heard?

The Year 7 2020 appeals for BCCS are scheduled to commence from **Monday 1st June 2020**. Stage 1 will take place on this date and you will receive notification in writing from Democratic Services with a date and time for your individual appeal hearing (Stage 2).

Where will the appeal be held?

Appeals for BCCS will be heard at Bristol City Council, City Hall, College Green, Bristol BS1 5TR.

Who decides the outcome of the appeal?

The independent appeal panel must either uphold or dismiss an appeal. **A panel's decision that a child shall be admitted is binding on the school and the parents.** If your appeal is successful then a place will be offered at the school immediately. As a result, successful appeals will take the school over its published admission number. If your appeal is unsuccessful then your child will remain on the waiting list.

When do we know the result of the appeal?

You will receive written notification of the outcome of your appeal within five school days of the hearing, wherever possible.

What happens about the school place I've already been offered?

If you appeal, the place you have been offered at another school will be reserved by your home local authority pending the outcome of the appeal for BCCS.

What if I change my mind about appealing?

If, at any time, you want to withdraw your appeal or remove your child's name from the waiting list, please inform either the school via admissions@cathedralschoolstrust.org or Democratic Services via school.appeals@bristol.gov.uk

What if I do not attend my appeal hearing?

Where an appellant fails, or is unable, to attend and it is impractical to offer an alternative date the appeal may go ahead in your absence and a decision reached based on the written information submitted.

What if a place becomes available from the waiting list?

If your child qualifies for a place that has subsequently become available at BCCS whilst you are waiting for your appeal to be heard then in this event your appeal will be cancelled. N.B using your right to appeal will not affect your child being on the waiting list.

Waiting List

Cathedral Schools Trust is the admission authority for BCCS and maintains the waiting list. The waiting list will consist of applicants who have requested via the local authority to be put on the waiting list, those who lodge an appeal, or late applications. The waiting list is ranked in line with the oversubscription criteria, in order of priority. Late applicants who are 'looked after' or 'previously looked after' will be considered a higher priority than any on time applications. Where a place becomes available and there is no higher priority based on the oversubscription criteria to allocate, we will offer a place by carrying out a fresh round of random allocation of all remaining applicants on the waiting list.

Music Specialism Waiting List

Any applicant who declined a place offered under the 10% music aptitude criterion will be replaced from the next highest ranked applicant from the music specialism waiting list.

KEY POINTS – if you choose to appeal

- Read the admission arrangements so that you understand how places have been allocated.

- Send in your Appeal Pro Forma on time – **by Friday 1st May 2020.**
- Think about your child's needs.
- Find out about BCCS and the school you have been offered.
- Decide what is unique about BCCS in terms of meeting your child's needs.
- Prepare your case.
- Backup your points with evidence – simply stating your child lives locally, has friends at the school or has always wanted to attend BCCS is not evidence.

What are the appeal statistics for the last 5 years?

2019 Admission: 39 appeals heard; 3 were upheld.

2018 Admission: 55 appeals heard, 3 were upheld.

2017 Admission: 43 appeals heard, 5 were upheld.

2016 Admission: 48 appeals heard, 5 were upheld.

2015 Admission: 54 appeals heard, 4 were upheld.

What is the net capacity at BCCS?

The Department for Education (DfE) has confirmed that academies are not subject to the requirements on net capacity that are imposed upon maintained schools. The DfE agreed the admission limit with the sponsor as part of the funding agreement.

If you require any further information please contact the Admissions Officer via email admissions@cathedralschoolstrust.org or telephone 0117 353 5016.

This guidance is based on the published admission arrangements for Trinity Academy and the Department for Education, Code of Practice on School Admission and School Admission Appeals. For copies of the DfE Codes of Practice please visit www.education.gov.uk