



## IN YEAR APPLICATION APPEAL GUIDANCE

### PLEASE READ BEFORE COMPLETING AN APPEAL FORM

Bristol Cathedral Choir School (BCCS) is an academy funded for a set number of places in each year group. It is part of Cathedral Schools Trust (CST) who is the admission authority and maintains the waiting list.

As a parent/carer you have expressed a preference 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.

### How does the appeal process work?

CST employs Democratic Services at Bristol City Council to administer and conduct appeals for BCCS. Democratic Services will organise an independent appeal panel that consists of three people with no prior connection with the school, a Layperson, a Chair and a member acquainted with education. A clerk will record all proceedings. The 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. 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 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.

### Admission Criteria and Waiting List Information

Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria, in order of priority. Where places become vacant they will be allocated to children on the waiting list in line with the oversubscription criteria, in order of priority. The waiting list will be reranked in accordance with the oversubscription criteria whenever anyone is added or leaves it. Please note there are no probationer chorister or music specialism places for an in year admission. The relevant criteria for in year applications is as follows;

1. Looked after children and previously looked after children;
2. Children of staff;
3. Children with a sibling on roll at Bristol Cathedral Choir School (Year 7 to Year 11);
4. Children by random allocation living in Bristol Postcode areas BS1 to BS16
5. Other children by random allocation not living in Bristol Postcode areas BS1 to BS16

A full copy of the admission arrangements 2020/21 can be viewed on the school website;  
<https://bccs.bristol.sch.uk/admissions/determined-admission-arrangements/>

### **How do I appeal for a place at the school?**

If you wish to appeal, you will need to complete the appeal form that you received with your refusal letter, with your written reasons and submit these to the school by the deadline specified in your letter. An appeal cannot be set up without any written reasons for appealing. You can include any additional information that you feel is relevant to your appeal with the form and return it to Admissions, Cathedral Schools Trust, College Square, Bristol, BS1 5TS.

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

You will receive an acknowledgement of your appeal paperwork and all documents will be sent to Democratic Services.

### **When will the appeal be heard?**

Your appeal for BCCS must be heard within 30 school working days of the appeal being lodged. You will receive notification in writing from Democratic Services 10 days prior to the appeal hearing with a date and time for you to attend.

Please note there are changes to the appeal process during the coronavirus outbreak and further guidance can be viewed [here](#).

### **Where will the appeal be held?**

Your appeal will be heard at Bristol City Council, City Hall, Bristol BS1 5TR.

Please note there are changes to the appeal process during the coronavirus outbreak and further guidance can be viewed [here](#).

### **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.

### **What happens if my appeal is successful?**

If your appeal is successful then a place will be offered at the school immediately.

### **What if my appeal is unsuccessful?**

If your appeal is unsuccessful then your child will remain on the relevant waiting list for the remainder of the academic year.

### **When do we know the result of the appeal?**

Parent/carers will receive a decision letter from Democratic Services as soon as possible after the appeal hearing, but not later than five school days, unless there is a good reason.

**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 Admissions at CST and Democratic Services immediately.

**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.

This guidance is based on the published Admission Arrangements for BCCS and the Department for Education, Code of practice on School Admission and School Admission Appeals. For copies of the Department for Education Code of Practice, please visit [www.education.gov.uk](http://www.education.gov.uk)

If you require any further information, please contact:

Admissions at the school: [admissions@cathedralschoolstrust.org](mailto:admissions@cathedralschoolstrust.org) or Democratic Services at Bristol City Council: [school.appeals@bristol.gov.uk](mailto:school.appeals@bristol.gov.uk)