



Bristol Cathedral Choir School appeals guidance

Bristol Cathedral Choir School (BCCS) is part of Cathedral Schools Trust (CST) who is the Admission Authority. CST employs Democratic Services at Bristol City Council to administer the appeal process for BCCS.

As a parent/carer you have expressed a preference regarding the school you would like your child to attend. However, the Admission Authority may refuse a place if the admission of an additional child would prejudice the provision of efficient education or the efficient use of resources.

The appeal panel will take into account the reasons for your preference, and individual circumstances relating to your application. You may wish to write a further letter to the appeal panel in advance of your appeal. Any additional correspondence should be sent to School Admissions at Cathedral Schools Trust as soon as possible.

You will be given not less than 14 calendar days' notice of the date, time and place of the hearing at which you can be present and speak. You can, if you wish, be accompanied by a friend who may speak for you and represent your views to the appeal panel. Parents for whom English is not the first language may wish to arrange for an interpreter to be present. You are encouraged to attend the appeal panel meeting. If you prefer not to attend the panel will consider the case based on your written submission(s). Alternatively, a friend or representative may present the appeal on your behalf.

You may wish to write down in advance what you wish to say to the panel, and use your own notes to speak from on the day. It is important that you don't think afterwards of something you forgot to say, or wish you had said, as the panel must not accept additional information after the appeal has been heard.

You will need to demonstrate that your child's need for a place at BCCS outweighs the Admission Authority's reasons for refusing a place. You are also welcome to submit additional letters of support from professionals or other parties who have been, or are currently, involved with your child. Please submit all supporting documentation by the

date specified in your refusal letter. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received within a reasonable time, prior to the appeal hearing.

Appeals are normally held at City Hall, College Green, Bristol. However, there are changes to the appeal process during the restrictions as a result of COVID and the Clerk to the Independent Appeal Panel will advise you of the options available for appeal hearings which are likely to be held remotely.

The sequence of events is likely to be

School's case:

- Presentation of the school's case by the representative of the Admission Authority
- Questioning by the parent/carer(s) and the Appeal Panel
- Summing-up by the representative of the Admission Authority

Parent/carer's case:

- Presentation of the case by the parent/carer
- Questioning by the Appeal Panel/representative of the Admission Authority
- Summing-up by the parent/carer

If more than one family is appealing for the same school on the same day all parents/carers are invited to the same School's case hearing. The parent/carer's case will be held in private and will be confidential. It should not be necessary for a child to attend, or for there to be witnesses, other than a friend or interpreter mentioned previously.

The appeal panel will ask all parties to withdraw while considering a decision. The decision of the appeal panel will be sent to you in writing by the Clerk to the School Appeals Panel. The decisions of appeal panels are binding upon the parent and the Admission Authority, but parents have statutory rights under other legislation should they wish the matter to be investigated further.

Key Points

- Read the BCCS Admission Arrangements 2021/22 so that you understand how places are allocated at BCCS and how children are ranked on the waiting list.
- Send in your Appeal Form by the date specified in your refusal letter.
- Think about your child's individual needs.
- 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.

Further information

The Admissions Officer, Cathedral Schools Trust can be contacted via email admissions@cathedralschoolstrust.org

The Clerk, Democratic Services via school.appeals@bristol.gov.uk

Useful links

BCCS Website: <https://bccs.bristol.sch.uk/>

Department for Education (DfE): [Link to School Admissions Code](#)

Guidance on School Appeals: [Link to Updated Guidance: Coronavirus School Appeals](#)

Advisory Centre for Education provides online leaflets and guidance for parents:
E-mail: [Link to ACE email address](#) Website: [Link to ACE website](#)