

Sixth Form Appeals Guidance

This guidance is for parents/carers as well as young people who also have the right to appeal against an admission authority's decision to refuse them admission to a school sixth form.

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.

The admission authority may refuse a place in the sixth form if the young person did not meet the minimum academic entry requirements or there were more eligible students than places available and oversubscription criteria have been applied. The admission of an additional student would prejudice the provision of efficient education or the efficient use of resources at the school.

Key Points

- Appeals for sixth form places can only be heard after GCSE results are confirmed.
- Where the offer of a place would have been conditional upon exam results, appeals must be heard within **30 school days** of confirmation of those results. Please note appeal hearings will be heard early to mid October.
- This means you may miss the first few weeks of the school year and there will therefore be a certain amount of catchup work you will be required to do as soon as possible after admission if your appeal is successful.
- Be realistic about your reasons for appealing and the chances of being successful.
- Consider accepting an offer of a place from an alternative sixth form provider to ensure that you have a place should your appeal not be successful.
- Read the BCCS Post 16 Admission Arrangements 2025/26 so that you understand eligibility for A Level courses, how places are allocated at BCCS and how students are ranked on the waiting list.
- Send in your Appeal Form by the date specified in your refusal letter.

- You should provide written information to support any particular reasons for your appeal and where possible provide supporting documentation.
- Appeal forms should be submitted by **Tuesday 30th September 2025** to post16admissions@bristolcathedral.org.uk Alternatively please post to School Admissions, Cathedral Schools Trust, College Square, Bristol, BS1 5TS

The Appeal Process

The appeal panel, which is independent from the school, 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 10 school 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/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.

Following the Coronavirus pandemic, Democratic Services will continue to offer virtual school appeal admission hearings to all appellants. Appeals will be held using Zoom. So long as you have access to a computer, tablet or phone you will be able to take part remotely. The clerk will provide you with all the information you need and they will have colleagues on hand to provide you with technical support.

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 or students are invited to the same School's case hearing. The parent/carer's or student's case will be held in private and will be confidential. It should not be necessary 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.

Further information

Bristol Cathedral Choir School can be contacted via email
post16@bristolcathedral.org.uk

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

Useful links

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

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

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