



BRISTOL CATHEDRAL  
CHOIR SCHOOL

## **PARENTS GUIDE WHERE BRISTOL CATHEDRAL CHOIR SCHOOL IS UNABLE TO MAKE AN OFFER OF A PLACE FOR YEAR 7 ADMISSIONS 2012**

### **1. BRISTOL CATHEDRAL CHOIR SCHOOL ALLOCATION STATEMENT**

#### **About Bristol Cathedral Choir School**

We are an Academy run independently from the Local Authority (LA) funded directly by the Department for Education (DfE), for a set number of places in each year group (Published Admission Number or PAN).

Our admissions arrangements are coordinated with the Local Authority in Bristol.

Bristol Cathedral Choir School is its own Admissions Authority and has its own criteria and Admissions Arrangements.

#### **Why has my child not been offered a place at Bristol Cathedral Choir School?**

The reason why your child has not been offered a place at Bristol Cathedral Choir School is because there were more applications than places available. The admission number (PAN) is published every year in our prospectus, Admissions Policy and in the LA guide. For Year 7 September 2012 the published admission number is 112.

#### **How have the places been allocated for September 2012?**

The oversubscription criteria stated in the Admissions Policy have been applied to allocate the places that are available at the school.

631 on-time applications were received for Bristol Cathedral Choir School. 580 applicants attended the Non Verbal Reasoning Test and 51 applicants did not attend the Non Verbal Reasoning test at Bristol Cathedral Choir School in December 2011.

All applicants were placed in one of five ability bands based on their score in the Non Verbal Reasoning test. Applicants were placed in bands such that, wherever possible, there was an equal number in each band. Places were then allocated as far as possible, such that an equal number were selected from each band.

#### **The Initial Random Allocation of places was made as follows:**

Firstly, 4 places are reserved for children with Bristol Cathedral Choir School named in their Statement of Special Educational Needs.

This left 108 places to allocate using the published oversubscription criteria.

- Those children who are defined as 'Looked after Children' (1 place).
- Those children who were the top attendees of the Bristol Cathedral Probationer Chorister programme (8 places).
- Those children selected for Musical Specialism based on the highest scores from the second Musical Aptitude Test (11 places).
- Those children with Siblings of Statutory School Age attending Bristol Cathedral Choir School who will still be on roll in September 2012. (56 places).
- Those children who have a Medical & Social Need that only Bristol Cathedral Choir School can satisfy (0 places).
- The remaining applicants were randomly allocated as far as possible, such that an equal number were selected from each ability band (32 places).

The remaining unsuccessful applicants were drawn randomly and placed in order onto their relevant waiting list by ability band. Any places that are declined are offered to the next applicant on the waiting list in the same ability band.

A separate waiting list operates for those applying for the Music Specialism places. The position on that waiting list is based on the second Musical Aptitude Test score. In the case of a tiebreak the highest score from the first Musical Aptitude Test will be used to determine position.

Music Specialism places that are declined are offered to the next applicant on the Specialism waiting list regardless of ability banding.

All applicants who have not been offered a place at Bristol Cathedral Choir School, if this was a higher preference, have the option to be placed on a waiting list until the end of the first academic year.

## **2. APPEALING FOR A PLACE AT BRISTOL CATHEDRAL CHOIR SCHOOL**

*'Under the Education Act parents have the right to appeal to an Independent Appeals panel against a school's decision not to offer their child a place.'*

### **How do I appeal for a place?**

Parents wishing to Appeal for a place for their child at Bristol Cathedral Choir School should consider the following points before completing an Appeal form.

- To Appeal, complete the Appeal Pro Forma which is enclosed and attach additional information if you wish and return to School Admissions at Bristol Cathedral Choir School.
- Bristol Cathedral Choir School will forward all relevant documentation to the Democratic Services at Bristol City Council who will then organise the Appeal giving you an appointment date and time.
- The Democratic Services will arrange an independent Appeals Panel which consists of 3 people who have no prior connection with the school, a Lay person, a Chair and a member acquainted with education. The panel will consider the case put forward by you wanting to attend the Academy and the Academy's refusal to offer a place.
- The panel must exercise discretion by balancing the weight of your reason for wanting your child to attend Bristol Cathedral Choir School against the school's published admissions arrangements.

*I.e. the prejudice that an additional student would cause to the education of the students already offered a place and the Health and Safety of all the students in the Academy, also taking into account the Academy's published admissions arrangements.*

- If you Appeal, the place offered at an alternative school should be reserved until the result of the Appeal is known.
- Places may become available at Bristol Cathedral Choir School, at a later date, because some parents, who may have been offered a place, change their mind or move from the area. If this happens, places will be allocated using the published Admissions Arrangements, giving equal consideration to those children whose parents have appealed for the school concerned and those children whose parents have indicated that they wish to remain on the waiting list for the school concerned.

*N.B using your right to Appeal will not affect your child being on the waiting list.*

- If, at any time, you want to withdraw your Appeal or remove your child's name from the waiting list, please inform the school immediately.
- If your child qualifies for a place that has subsequently become available at Bristol Cathedral Choir School, your Appeal will be cancelled.

### **KEY POINTS – if you choose to appeal**

- Send in your Appeal Pro forma on time.
- Think about your child's needs.
- Find about Bristol Cathedral Choir School and the offered school.
- Decide on the reasons why Bristol Cathedral Choir School is the **only** school to meet your child's needs.
- Prepare your case.
- Back up your points with evidence – simply stating your child has always wanted to attend Bristol Cathedral Choir School or that they like music/maths is **not** evidence.
- Proximity to school is not an oversubscription criterion for Bristol Cathedral Choir School.

### **Bristol Cathedral Choir School Appeals – Historically**

2008 Admissions: we received 28 Appeals, 3 were upheld

2009 Admissions: we received 31 Appeals, 7 were upheld

2010 Admissions: we received 66 Appeals, 6 withdrew, 8 were upheld

2011 Admissions: we received 44 Appeals, 9 withdrew, 6 were upheld

*Please note that this Appeal guide applies to Bristol Cathedral Choir School ONLY. It is based on the Schools Admissions Arrangements and the DfE Code of Practice on School Admissions Appeals. Other admission authorities will have similar procedures but you may wish to contact the relevant admission authority for further guidance.*

### **For Further Information**

The guidance in this booklet is based on the Admissions Arrangements of Bristol Cathedral Choir School and the Department for Education, DfE Code of Practice on School Admissions Appeals.

For a copy of the Bristol Cathedral Choir School Admissions Arrangements, please visit our website [www.bccs.bristol.sch.uk](http://www.bccs.bristol.sch.uk) or contact Admissions at:

Bristol Cathedral Choir School  
College Square  
Bristol  
BS1 5TS  
Tel: 0117 35 35015

For a copy of the DfE Code of Practice please visit [www.education.gov.uk](http://www.education.gov.uk)



BRISTOL CATHEDRAL  
CHOIR SCHOOL

**APPEAL PRO FORMA  
YEAR 7 2012/2013**

**I wish to appeal for a place at Bristol Cathedral Choir School in respect of:**

**Name of Child:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Address of Child:** \_\_\_\_\_

**Present School:** \_\_\_\_\_

**Name of Parent/Carer:** \_\_\_\_\_

**Signature of Parent:** \_\_\_\_\_

**Contact Telephone No:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Reasons for Appeal (Please continue on a separate sheet(s) if you need to.)**

**Please return this form by Friday 16<sup>th</sup> March 2012 to:  
Admissions  
Bristol Cathedral Choir School  
College Square  
Bristol  
BS1 5TS**

**COLSTON'S GIRLS' SCHOOL – PLEASE RETURN DIRECT TO SCHOOL**

**Return reply form to Colston's Girls' School, Cheltenham Road, Bristol, BS6 5RD**

I wish to appeal for a place at **COLSTON'S GIRLS' SCHOOL**

(You must submit a separate letter for each school)

**Full Name of Child:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Grounds for Appeal** - Please continue overleaf or on a separate sheet if necessary.

Your Name \_\_\_\_\_ Signature \_\_\_\_\_



# COTHAM SCHOOL

Cotham Lawn Road

Cotham

BRISTOL BS6 6DT

Tel No: 0117 9198000 Fax No: 0117 9198141

e-mail: [info@cotham.bristol.sch.uk](mailto:info@cotham.bristol.sch.uk)



Headteacher: Dr Malcolm Willis

Deputy Heads : Christine Ansell  
Svetlana Bajic-Raymond

## Allocation Statement for Cotham School - September 2012

Cotham School is an Academy independent from the Local Authority (LA) funded directly by the Department for Education (DfE), for a set number of places in each year group (Published Admission Number or PAN).

Our admissions arrangements are coordinated with the Local Authority in Bristol.

Cotham School is its own Admissions Authority but has adopted the Local Authority's published oversubscription criteria.

The reason why your child has not been offered a place is because there were more applications than places available. The published admission number is 216. As Cotham School is oversubscribed, the criteria stated in the booklet 'Your Child's Secondary Education in Bristol' has been applied to allocate the places that are available at the school.

650 on-time applications (212 first preferences, 256 second preferences and 182 third preferences) have been received for Cotham School

1 place is required for a child with the school named in their Statement of Special Educational Need.

This left 215 places to allocate using the published criteria.

1. Those children who are defined as 'Children in Care' (0 places).
2. Those children with siblings of statutory school age attending the school, who will still be on roll in September 2012. (72 places)
3. Children who live within the area of first priority for Cotham School. (77 places)
4. Those children living outside the area of first priority for Cotham School, who live closest to the school as measured in a direct line from the home address to the school (66 places).

The furthest distance offered a place in this category was 1.897 km.



*A High Performing, Specialist, Co-operative Academy  
Specialisms in Performing Arts, Maths and Computing*

Cotham School: a company limited by guarantee. Registered in England: Company Number 07732888  
Registered Office: Cotham School, Cotham Lawn Road, Cotham, Bristol BS6 6DT

Living the Olympic  
and Paralympic Values

## **Appealing for a place at Cotham School**

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.

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 child's need for a place at the school outweighs the Authority's reasons for refusing a place. You should consider how that school will meet your child's individual needs. What will your child gain from attending your preferred school that he/she will not get from attending any other school.

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. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received.

Appeals are normally held at the Council House, College Green, Bristol. (Details to be confirmed) When you arrive for your appeal, you will be directed to a waiting area. The Clerk to the School Appeals Panel will explain the procedure of the appeal hearing before the appeal begins.

The sequence of events is likely to be:

### Stage One:

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

### Stage Two:

- iv) Presentation of the case by the parent/carer
- v) Questioning by the Authority/Appeal Panel
- vi) Summing-up by the parent/carer

If more than one family are appealing for the same school on the same day all parents/ carers are invited to the same First Stage hearing. The Second Stage of an appeal 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, school and the Local Authority, but parents have statutory rights under other legislation should they wish the matter to be investigated further.

### Useful Links

Department for Education (DfE)

<http://www.education.gov.uk/schools/adminandfinance/schooladmissions/a00195/current-codes-and-regulations>

Advisory Centre for Education operates an advice line and provides online leaflets for parents:

[www.ace-ed.org.uk](http://www.ace-ed.org.uk) Advice line: 10am – 1pm Mon – Thurs on 0808 800 5793

**COTHAM SCHOOL ADMISSIONS 2012**

I wish to appeal for a place at Cotham School in respect of:

**Full Name of Child:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Grounds for Appeal** - Please continue overleaf or on a separate sheet if necessary.

**REDLAND GREEN SCHOOL -Year 7 September 2012**





## **Allocation Statement for Redland Green School - September 2012**

As Redland Green School is oversubscribed, the criteria stated in the booklet 'Your Child's Secondary Education in Bristol' has been applied to allocate the places that are available at the school.

577 on-time applications (224 first preferences, 203 second preferences and 150 third preferences) have been received for Redland Green School which has an admission number of 189.

6 places are required for children with the school named in their Statement of Special Educational Need.

This left 183 places to allocate using the published criteria.

### **How the Initial Allocation of Places was made**

The 183 places have been offered to the following children:

1. Those children who are defined as 'Children in Care' (1 place).
2. Those children living within the area of first or joint priority for Redland Green School, with siblings of statutory school age attending the school, who will still be on roll in September 2012. (76 places)
3. Children who live within the area of first priority for Redland Green School, who live closest to the school as measured in a direct line from the home address to the school (106 places).

The furthest distance offered a place in this category was 1.271 km.

1<sup>st</sup> March 2012

Dear Parent

**Allocation of Places to St Bede's Catholic College September 2012**

As St Bede's Catholic College is over-subscribed the criteria published in the Governors' Admissions Policy have been applied to allocate the 180 places that are available.

There were no applications within Category 1, 3 or 6 of our criteria. All applications received by Governors and the Local Authority by the published deadline of 31<sup>st</sup> October 2011, falling into the priority 2, 4 and 5 categories have been offered places. These offers were made to families who had provided the College with evidence of faith practice, in accordance with our policy. Within priority 7, offers have been made to the first 5 applicants who live closest to the College. In addition, places have been reserved for four pupils with statements of Special Educational Need. In total, 180 offers have been made.

The remaining applicants in priority 7 and all applicants in priorities 8-11 unfortunately have not been successful at this stage in securing a place with us for September 2012. I know that this will cause disappointment and some anxiety. However we are confident that we will be making further offers as it is likely that not all families will accept the place allocated to their child.

The College is happy to receive calls from parents who have been unsuccessful in this round if they wish to know the priority order in which their application has been placed, following first round offers, and an indication of the likelihood of success within second round offers.

On the reverse of this letter you will find information on how to appeal the decision of the Governing Body. If you would like to exercise this right, the completed form and a letter, if you so wish, detailing the grounds of the appeal, should be received at the College by 22<sup>nd</sup> March 2012.

Yours sincerely

Mrs P Manning  
Clerk to the Governing Body

**St Bede's Catholic College Appeal**

*The Education Act 1980 gives you the right to appeal against the decision of the Governors; appeals will be heard by the Clifton Diocesan Schools Commission Appeals Panel. If you would like to exercise your right of appeal then this completed form and a letter, if you so wish, detailing the grounds of the appeal should be received at the College by 22<sup>nd</sup> March 2012.*

Dear Clerk to the Governing Body of St Bede's Catholic College

**Appeal for a September 2012 Year 7 Place**

CHILD'S NAME ..... Date of Birth .....  
(Please print)

Current Primary School .....

Catholic/Non-Catholic                      Admission Priority if known .....

I wish to appeal on behalf of my son/daughter against the decision of the Governing Body not to allocate a place for my child at St Bede's for September 2012.

State any reasons why you feel your son/daughter should have been allocated a place either on this form or in a separate letter which should be attached to this.

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Appeal letters must be sent direct to the College and received by 22<sup>nd</sup> March 2012. Letters should be addressed to Mrs P Manning, Clerk to the Governing Body, St Bede's Catholic College, Long Cross, Lawrence Weston, Bristol BS11 0SU.

St Bede's Catholic College, a charitable company limited by guarantee, registered in England and Wales. Company Number 07798550.

**ST MARY REDCLIFFE & TEMPLE CE VA SECONDARY SCHOOL**

**Year 7 Admissions – September 2012**

I wish to appeal for a place at - **ST MARY REDCLIFFE & TEMPLE CE VA SECONDARY SCHOOL**

**Full Name of Child:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Grounds for Appeal** - Please continue overleaf or on a separate sheet if necessary.

Your Name \_\_\_\_\_ Signature \_\_\_\_\_

**PLEASE RETURN YOUR COMPLETED FORM DIRECT TO :-**

**St Mary Redcliffe & Temple School, Admissions Team, Somerset Square, Bristol BS1 6RT**

**Allocation Statement for St Mary Redcliffe & Temple School  
September 2012**

**How the initial allocation of places was made:**

The 216 places have been offered to the following children:

1.	Statemented Children.	6
2.	Up to 4 places to children of other faiths.	4
3	Up to 16 places to children of local residents living no more than 500 meters from the school entrance.	10
4.	Looked after children.	1
5.	Applicants in Group 1	181
6.	Applicants in Group 2	12
7.	Applicants in Group 3	2