

# **Allocation Statement**

## **September 2016 Year 7 Intake**

### **Ashton Park School**

As Ashton Park is oversubscribed, the criteria stated in the booklet "A guide for parents and carers on applying for a secondary school place for the school year 2016-2017" have been applied to allocate the places that are available at the school.

434 on-time applications have been received for Ashton Park School which has an admission number of 216.

2 places are required at the school as it is named in their Statement of Special Educational Need/ Education Health & Care Plan (EHCP).

The remaining 214 places have been allocated using the Academy's published admissions criteria as follows;

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

The **214 places** have been offered to the following children:

1. Those children who are defined as 'Children in Care'; or children who were previously in care, but immediately after being in care became subject to an adoption, residence, or special guardianship order. **(2 places)**.
2. Siblings living in the school's area of first priority where there are older siblings of statutory school age in attendance at the school and who will still be on roll in the year of entry. The term "sibling" means a full, step, half, adopted or fostered brother or sister, or other child living permanently within the same household. The school reserves the right to ask for proof of relationship. **(44 places)**
3. Children who live the nearest distance from the School within the area of first priority. **(123 places)**
4. Children living outside Ashton Park's first area with older siblings attending the school and who will be still on roll in the year of entry. **(24 places)**
5. Children who live the nearest by direct line distance from the Ashton Park School outside the area of first priority. **(21 places)** The furthest distance offered a place in this category was 3.097 km.

## **School Appeals Guidance Notes for Ashton Park 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 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 child's need for a place at the school outweighs the Admission 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. Please submit all supporting documentation by 6<sup>th</sup> May 2016. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 6<sup>th</sup> May 2016.

Appeals are normally held at Brunel House, Bristol. When you arrive for your appeal, you will be directed to a waiting area. The Clerk to the Independent School Appeals Panel will explain the procedure of the appeal hearing before the appeal begins.

The sequence of events is likely to be:

### School's Case:

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

### Parent/Carer's Case:

- iv) Presentation of the case by the parent/carer
- v) Questioning by the Appeal Panel/representative of the Admission Authority
- 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 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.

### Useful Links

Department for Education (DfE) <https://www.gov.uk/government/publications/school-admissions-code--2>  
Advisory Centre for Education provides online leaflets and guidance for parents: E-mail: [enquiries@ace-ed.org.uk](mailto:enquiries@ace-ed.org.uk) Website: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

## Letter of Appeal – Ashton Park School

### Parent/Carer Contact Details – BLOCK CAPITALS

Parent/Carer Name \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Mobile Telephone Number \_\_\_\_\_

Alternative Telephone Number \_\_\_\_\_

Email address \_\_\_\_\_

### Child's Details

First Name(s): \_\_\_\_\_

Surname/Family Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

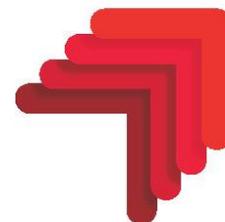
Address: \_\_\_\_\_

### Reasons for Preference/Grounds for Appeal:

**Please provide your grounds for appeal in writing as soon as possible. An appeal hearing cannot be set up until the written grounds for appeal are received. *If required, please continue on a separate sheet.***

**Signed (Parent/Carer):** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please return to: School Admissions (Romney House), Bristol City Council, PO Box 3176, BRISTOL, BS3 9FS.**



## **Allocation Statement for BRISTOL BRUNEL ACADEMY - September 2016 – First Round**

As Bristol Brunel Academy is oversubscribed, the criteria stated in the booklet 'A guide for parents and carers on applying for a secondary school place for the school year 2016-2017' have been applied to allocate the places that are available at the school.

365 on-time applications (177 first preferences, 104 second preferences and 84 third preferences) have been received for Bristol Brunel Academy which has a published admission number of 216.

4 places are required for children with the school named in their Statement of Special Educational Needs/Education, Health and Care Plan.

This left 212 places to allocate using the published criteria.

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

The **212 places** have been offered to the following children:

1. Those children who are defined as Children in Care or children who were previously in care but immediately after being in care became subject to an adoption, child arrangements or special guardianship order. **(1 place)**
2. Those children living within the area of first priority for Bristol Brunel Academy, with siblings of statutory school age attending the school, who will still be on roll in September 2016. **(39 places)**
3. Children who live within the area of first priority for Bristol Brunel Academy, who live closest to the school as measured in a direct line from the home address to the school. **(101 places)**
4. Those children living outside the area of first priority for Bristol Brunel Academy, with siblings of statutory school age attending the school, who will still be on roll in September 2016. **(22 places)**
5. Children who live outside the area of first priority for Bristol Brunel Academy, who live closest to the school as measured in a direct line from the home address to the school. **(49 places)**

The furthest distance offered a place in this category was 2.784 km.

## **School Appeals Guidance Notes for Bristol Brunel Academy**

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 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 child's need for a place at the school outweighs the Admission 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. Please submit all supporting documentation by 6<sup>th</sup> May 2016. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 6<sup>th</sup> May 2016.

Appeals are normally held at Brunel House, Bristol. When you arrive for your appeal, you will be directed to a waiting area. The Clerk to the Independent School Appeals Panel will explain the procedure of the appeal hearing before the appeal begins.

The sequence of events is likely to be:

### School's Case:

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

### Parent/Carer's Case:

- iv) Presentation of the case by the parent/carer
- v) Questioning by the Appeal Panel/representative of the Admission Authority
- 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 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.

### Useful Links

Department for Education (DfE) <https://www.gov.uk/government/publications/school-admissions-code--2>  
Advisory Centre for Education provides online leaflets and guidance for parents: E-mail: [enquiries@ace-ed.org.uk](mailto:enquiries@ace-ed.org.uk) Website: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)



**Bristol Brunel**  
Academy

## Letter of Appeal – Bristol Brunel Academy

### Parent/Carer Contact Details – BLOCK CAPITALS

Parent/Carer Name \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Mobile Telephone Number \_\_\_\_\_

Alternative Telephone Number \_\_\_\_\_

Email address \_\_\_\_\_

### Child's Details

First Name(s): \_\_\_\_\_

Surname/Family Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

### Reasons for Preference/Grounds for Appeal:

Please provide your grounds for appeal in writing as soon as possible. An appeal hearing cannot be set up until the written grounds for appeal are received. *If required, please continue on a separate sheet.*

Signed (Parent/Carer): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please return to: School Admissions (Romney House), Bristol City Council, PO Box 3176, BRISTOL, BS3 9FS.**



BRISTOL CATHEDRAL  
CHOIR SCHOOL

## **ALLOCATION STATEMENT FOR ENTRY TO YEAR 7 2016/17**

### **Bristol Cathedral Choir School (BCCS):**

BCCS is an Academy run independently from the Local Authority (LA) and is funded directly by the Department for Education (DfE). The Published Admission Number (PAN) for Year 7 2016/17 entry is 120. BCCS is part of the Coordinated Admissions Scheme with Bristol City Council (BCC).

### **The reason why your child has not been successful in gaining a place at the school:**

BCCS has received 925 on-time applications for the 120 places available and is therefore unable to offer places to every applicant who applied.

### **How the 120 places have been allocated for Year 7 September 2015:**

4 places have been reserved at the request of the SEN team for children with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP). The remaining 116 places have been allocated by applying the oversubscription criteria, in order, as set out in the published admission arrangements 2016/17 for the 1<sup>st</sup> round of allocation:

- 'Looked after' children or 'previously looked after' children (5 places).
- Probationer Choristers at The Cathedral (8 places).
- Music Specialists (12 places).
- Siblings (61 places).
- Medical & social (0 places).
- Son/daughter of BCCS members of staff (1 place).
- Randomly allocated (29 places)



## YEAR 7 ADMISSION 2016/17 APPEALS PROCEDURE

### **BEFORE COMPLETING AN APPEAL FORM PLEASE READ ALL PAGES IN THIS BOOKLET**

*‘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.’*

As a parent/carer you are able to express a preference to your home local authority regarding the school you would like your child to attend. If, however, 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. As a result, compliance with your preference would “prejudice the provision of efficient education or the efficient use of resources” at the school.

Bristol Cathedral Choir School (BCCS), as its own admission authority received **925** on time applications for the academic Year 7 2016/17 which has a PAN of 120. All 120 places available have been offered in accordance with the oversubscription criteria, in order, as set out in our admission arrangements 2016/17. A copy of these arrangements are available on the BCCS website <http://bccs.bristol.sch.uk/> to remind you of the procedure that has been followed.

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

Please ensure that you have received the official paperwork from your local authority which gives the reason why your child’s application has been unsuccessful and the statement as to how the 120 places have been allocated at BCCS.

If you decide to appeal you will need to complete the BCCS appeal form with **your reasons, in writing, based on the published oversubscription criteria**. This form is available from the school website or by requesting one from Admissions at the school. You will need to submit this appeal form to the school by the deadline of **Monday 18<sup>th</sup> April 2016**. 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**.

### **How does the appeal process work?**

Democratic Services at Bristol City Council is employed by BCCS to administer and conduct our appeals. They will organise an independent appeal panel which consists of 3 people with no prior connection with BCCS, a Lay person, a Chair 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 2016 appeals for BCCS are scheduled to start week commencing 6<sup>th</sup> June 2016. 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.

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

Appeals for BCCS will be heard in Bristol City Council's Brunel House, St George's Road, Bristol BS1 5UY.

### **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 PAN. If your appeal is unsuccessful then your child will remain on the waiting list.

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

Parent/carers will be notified by Democratic Services once all the Year 7 appeals have been heard.

### **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 Admissions at BCCS 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.

### **What are the appeal statistics?**

2008 Admission: we received 28 Appeals, 3 were upheld.

2009 Admission: we received 31 Appeals, 7 were upheld.

2010 Admission: we received 66 Appeals, 6 withdrew, and 8 were upheld.

2011 Admission: we received 44 Appeals, 9 withdrew, and 6 were upheld.

2012 Admission: we received 45 Appeals, 11 withdrew, and 5 were upheld.

2013 Admission: we received 52 Appeals, 12 withdrew, and 6 were upheld.

2014 Admission: we received 52 Appeals, 4 withdrew, and 4 were upheld.

2015 Admission: we received 54 Appeals, 21 withdrew, and 4 were upheld.

### **Please note:**

**There is a financial cost to the school for each appeal lodged. This has to be paid by BCCS and is regardless of whether an appeal is withdrawn or the appeal hearing is not attended by the parent.**

### **How are places allocated during the 2nd round allocation from the waiting list?**

BCCS is its own admission authority and maintains its own waiting list. The waiting list will consist of applicants who have requested to be put on the waiting list, those who lodge an appeal, or late applications received after the national closing date for secondary applications on 31<sup>st</sup> October.

The waiting list will be ranked in line with the oversubscription criteria, and any late applicants who are 'looked after' or 'previously looked after' will be considered higher priority than any on time applications. A second round sibling applicant will get next priority at this stage.

Where a place becomes available and there is no higher priority to allocate as above, 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 declines a place offered under the 10% music aptitude criterion will be replaced from the next highest ranked applicant from the music specialism waiting list.

If you require any further information please contact Admissions via email [admissions@bristolcathedral.org.uk](mailto:admissions@bristolcathedral.org.uk) or telephone 0117 35 35016.

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 DfE Codes of Practice please visit [www.education.gov.uk](http://www.education.gov.uk)



BRISTOL CATHEDRAL  
CHOIR SCHOOL

### APPEAL FORM - YEAR 7 2016/17

I wish to appeal against the decision to refuse my child a place at  
Bristol Cathedral Choir School

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

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

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

\_\_\_\_\_

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

Daytime telephone number: \_\_\_\_\_

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

**Please set out the reasons for your appeal, based on the published oversubscription  
criteria, in writing below:**

*(Continue on a separate sheet/s if required)*

Signature of Parent/Carer: \_\_\_\_\_

Dated: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Please complete and return this form by Monday 18<sup>th</sup> April 2016 to:  
Admissions, Bristol Cathedral Choir School, College Square, Bristol. BS1 5TS**



Acting Headteacher: P.Jones

Bristol Free School  
Concorde Drive  
Bristol BS10 6NJ

Tel: 0117 959 7200  
[admin@bristolfreeschool.org.uk](mailto:admin@bristolfreeschool.org.uk)  
[www.bristolfreeschool.org.uk](http://www.bristolfreeschool.org.uk)

### Allocation Statement for Bristol Free School - September 2016

Bristol Free School is a Free School 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). Bristol Free School is its own Admissions Authority but its admissions arrangements are coordinated with the Local Authority in Bristol.

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 150, but, in a co-ordinated effort with Bristol City Council to meet the needs of a substantially increased number of children of this age living in the north Bristol area, Bristol Free School has agreed to admit 190 students into Year 7 in September 2016. Nevertheless, Bristol Free School is oversubscribed. The criteria stated in Bristol Free School's admissions policy have been applied to allocate the places which are available at the School.

A total of 509 on-time applications were received for Bristol Free School. 1 place is required for a child with the school named in their Education Health & Care Plan (EHCP). This leaves 189 places to allocate using the published criteria. The table below shows how the places have been allocated against the School's admissions criteria for the School's admissions policy 2016.

BFS Admissions criteria 2016 "This admissions policy applies to parents seeking admission for their children from September 2016 onwards.	Places offered
1. Children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989, at the time an application for a school is made; and children who have left care through adoption, a residence order or special guardianship order.	2
2. Children for whom it is essential to be admitted to this school because of special circumstances to do with significant medical or social needs evidenced by written professional advice, explaining why these needs can realistically only be met by Bristol Free School.	0
3. Children who, on the date of admission, will have a sibling on the roll of the school. Sibling means a full, step, half, adopted or fostered brother or sister, but not cousin, who will be living permanently with them at the same address at the date of their entry to the school; the school may require proof of relationship. This will only apply, if at the time of entry, both siblings reside at the same address inside the defined Admissions Priority Area (APA). The exception to this is the siblings from the school's Founding Year: In accordance with the admissions policy with which the school opened, siblings of the founding year 7 will be given sibling priority regardless of where they live.	43
4. For entry into the school (normally Year7) an Admissions Priority Area (APA) will apply. The APA is a geographic area based upon the Neighbourhood Partnership Area (NPA), centred upon, the BS9 area, modified to incorporate the area close to the school. Then i. 20% of the available places will be allocated to those applicants whose home address is closest to the school. The point to which measurements will be made is the mid-point on a line drawn between the centre of the Burghill Road and Concorde Drive entrances to the school. (Furthest distance offered 724.04m)	29
ii. 80% of the available places will be allocated to those whose home address is closest to a point defined by the mid-point at the junction of Elmlea Avenue and Rylestone Grove; this point lies close to the centre of the NPA. Available places, is defined as the number of places remaining once the number admitted under 1,2 and 3 above are subtracted from the 190 originally available. If there are surplus places available under either 4i or 4ii, they will transfer to the other category in the first instance. (Furthest distance offered 1.675km)	115
5. Should there be fewer applications from within the APA than there are available, then all applicants from outside the APA will be considered. Again, i. 20% of the available places will be allocated to those applicants whose home address is closest to the school. The point to which measurements will be made is the mid-point on a line drawn between the centre of the Burghill Road and Concorde Drive entrances to the school.	Not applicable

ii. 80% of the available places will be allocated to those whose home address is closest to a point defined by the mid-point at the junction of Elmlea Avenue and Rylestone Grove; this point lies close to the centre of the NPA. In this instance, places available is defined as the number remaining after the application of criteria 1, 2, 3, 4i and 4ii.”	Not applicable
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## APPEALING FOR A PLACE AT BRISTOL FREE 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 Free 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 the **School Admissions Team at Bristol City Council**. They will forward all relevant documentation to Democratic Services at Bristol City Council who will then organise the appeal giving you an appointment date and time. 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 Bristol Free School and Bristol Free School’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 Free 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 Bristol Free School, also taking into account Bristol Free School’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 Free 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 school’s published admissions policy, 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 which has subsequently become available at Bristol Free 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 out about Bristol Free School and the offered school
- Decide what is unique about Bristol Free School in terms of meeting your child’s needs
- Prepare your case
- Back up your points with evidence – *simply stating your child has always wanted to attend Bristol Free School is **not** evidence.*

*Please note that this guidance applies to Bristol Free School ONLY. It is based on the School’s Admissions Arrangements and the Department for Education’s Code of Practice on School Admissions Appeals.*

### For Further Information

For a copy of the Bristol Free School Admissions Arrangements, please visit our website <[www.bristolfreeschool.org.uk](http://www.bristolfreeschool.org.uk)> or contact the school using the contact details above.

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



**Letter of Appeal – Bristol Free School**

**Child's details**

**First Name(s):** -----

**Surname/Family Name:** -----

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

**Address:** -----  
-----

**I wish to appeal for a place at Bristol Free School.**

**Reasons for Preference/Grounds for Appeal:**

*If required, please continue on a separate sheet.*

**Name of Parent/Carer (BLOCK CAPITALS):** -----

**Signature of Parent/Carer:** -----

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

**Please return to the School Admissions (Kenham), Bristol City Council, PO Box 3176,  
BRISTOL, BS3 9FS**



## HIGH STANDARDS, HIGH ASPIRATIONS, HIGH EXPECTATIONS

### Allocation Statement for BRISTOL METROPOLITAN ACADEMY – September 2016 – First Round

As Bristol Metropolitan Academy is oversubscribed, the criteria stated in the booklet 'A guide for parents and carers on applying for a secondary school place for the school year 2016-2017' have been applied to allocate the places that are available at the school.

329 on-time applications (158 first preferences, 97 second preferences and 74 third preferences) have been received for Bristol Metropolitan Academy which has a published admission number of 180.

0 places are required for children with the school named in their Statement of Special Educational Needs/Education, Health and Care Plan.

This left 180 places to allocate using the published criteria.

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

The **180 places** have been offered to the following children:

1. Those children who are defined as Children in Care or children who were previously in care but immediately after being in care became subject to an adoption, child arrangements or special guardianship order. **(1 place)**
2. Those children living within the area of first priority for Bristol Metropolitan Academy, with siblings of statutory school age attending the school, who will still be on roll in September 2016. **(41 places)**
3. Children who live within the area of first priority for Bristol Metropolitan Academy, who live closest to the school as measured in a direct line from the home address to the school. **(63 places)**
4. Those children living outside the area of first priority for Bristol Metropolitan Academy, with siblings of statutory school age attending the school, who will still be on roll in September 2016. **(23 places)**
5. Children who live outside the area of first priority for Bristol Metropolitan Academy, who live closest to the school as measured in a direct line from the home address to the school. **(52 places)**

The furthest distance offered a place in this category was 2.714 km.

## **School Appeals Guidance Notes for Bristol Metropolitan Academy**

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 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 child's need for a place at the school outweighs the Admission 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. Please submit all supporting documentation by 6<sup>th</sup> May 2016. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 6<sup>th</sup> May 2016.

Appeals are normally held at Brunel House, Bristol. When you arrive for your appeal, you will be directed to a waiting area. The Clerk to the Independent School Appeals Panel will explain the procedure of the appeal hearing before the appeal begins.

The sequence of events is likely to be:

### School's Case:

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

### Parent/Carer's Case:

- iv) Presentation of the case by the parent/carer
- v) Questioning by the Appeal Panel/representative of the Admission Authority
- 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 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.

### Useful Links

Department for Education (DfE) <https://www.gov.uk/government/publications/school-admissions-code--2>  
Advisory Centre for Education provides online leaflets and guidance for parents: E-mail: [enquiries@ace-ed.org.uk](mailto:enquiries@ace-ed.org.uk) Website: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

**Letter of Appeal – Bristol Metropolitan Academy**

**Parent/Carer Contact Details – BLOCK CAPITALS**

Parent/Carer Name \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Mobile Telephone Number \_\_\_\_\_

Alternative Telephone Number \_\_\_\_\_

Email address \_\_\_\_\_

**Child's Details**

First Name(s): \_\_\_\_\_

Surname/Family Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

**Reasons for Preference/Grounds for Appeal:**

**Please provide your grounds for appeal in writing as soon as possible. An appeal hearing cannot be set up until the written grounds for appeal are received. *If required, please continue on a separate sheet.***

**Signed (Parent/Carer):** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please return to: School Admissions (Romney House), Bristol City Council, PO Box 3176, BRISTOL, BS3 9FS.**



## COLSTON'S GIRLS' SCHOOL ALLOCATION STATEMENT

### Year 7 2016/2017

#### Our admissions arrangements:

Colston's Girls' School is an Academy independent from the Local Authority, funded directly by the Department of Education, for a set number of places in each year group (published admission number or PAN).

Our admissions arrangements are co-ordinated with the Local Authority in Bristol. Colston's Girls' School is its own Admissions Authority and has its own criteria and admissions arrangements. Information of our admissions arrangements follow below.

#### Why your daughter has not been offered a place at Colston's Girls' School:

The reason why your daughter has not been offered a place at Colston's Girls' School is because there were more applications than places available. The admission number is published every year in our Admissions Arrangements, and in the Local Authority's "A guide for parents and carers on applying for a secondary school place for the school year 2016-17", and on the Colston's Girls' School website.

#### Our allocation of Year 7 places for September 2016:

The school received a total of 665 on-time applications. The School's PAN for Year 7 is 140.

Four places have been reserved for children with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP). The remaining 136 places have been allocated by applying the published oversubscription criteria, in order, as set out in the Admission Arrangements 2016/2017 for the first round of allocation:

Places were allocated as follows:

Foreign Language Scholars	14
Applicants with Statements of Special Educational Needs	4
Looked After Children	5
Siblings	42
Staff	1
Random Allocation	74

A fair banding method was applied to ensure a comprehensive intake. Applicants were placed into one of five ability bands based on the score achieved in the GL Assessment Non Verbal Reasoning assessment, which all applicants who submitted a Supplementary Application Form by the deadline of 25<sup>th</sup> September 2015 for Year 7 secondary transfer places, were invited to take.

All applicants who sat the assessment 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 given in each band. Banding enabled Colston's Girls' School to ensure an intake that is representative of the ability range of applicants to the school. These bands were applied to the oversubscription criteria 6.1 c), d) and e).

Late applicants (defined as applications received after the deadline for receipt of the Common Application Form of 31<sup>st</sup> October 2015) will be considered after the first round of random allocation. Late applications will be considered under 6.1 f) only.

## **ADMISSION PROCEDURES**

*(Extract from Admissions Policy 2016/2017)*

Colston's Girls' School will admit pupils with Statements of Educational Needs or Education, Health and Care Plans where Colston's Girls' School is named in the Statement or Plan.

### **Procedures where Colston's Girls' School is oversubscribed:**

Where the number of applications for admission is greater than the published admission number of 140, applications will be considered against the criteria as set out in order below:

#### **6.1 a) CHILDREN IN CARE**

Equal priority will be given to:

- (i) children who are "looked after" children (within the meaning of the Children Act 1989) at the date that the relevant application for admission is made and who a local authority has confirmed will continue to be looked after by it in accordance with relevant legislation at the time they are admitted to Colston's Girls' School; and
- (ii) previously "looked after children" who are defined as children who were adopted (or made subject to child arrangement orders or special guardianship orders) immediately following having been looked after.

#### **b) FOREIGN LANGUAGE SPECIALISM**

Children up to a maximum of 10% of the Year 7 published admission number admitted on the basis of aptitude in Foreign Language.

#### **c) SIBLING**

Children who, on the date of admission, will have an older sibling on the roll of Colston's Girls' School.

In order to be considered under the sibling criteria, the parent(s)/carer(s) should submit a Supplementary Application Form on behalf of the applicant, by the deadline of 25<sup>th</sup> September 2015.

The term "sibling" is defined as a sister, but not cousins or other family members, under one of the following categories, and who will be living permanently with them at the same address at the date of their entry to the School.

#### Categories of Sibling

- (i) Full
- (ii) Half
- (iii) Step
- (iv) Adopted
- (v) Fostered (see Footnote 2 of Admissions Policy 2016/2017)

After places have been allocated, the parent(s)/carer(s) may be required to supply proof of the sibling relationship by providing documentary evidence which might include birth date, adoption certificate, relevant court order, Home Office documents, proof of abode. In certain circumstances, Colston's Girls' School may reasonably require further evidence.

Failure to submit a Supplementary Application Form by the deadline of 25<sup>th</sup> September 2015 will prevent applicants being considered under the sibling category and they will only be considered under oversubscription criteria 6.1f).

d) **STAFF**

Children who have a parent/carer who is a member of staff at Colston's Girls' School who has been employed for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

e) **RANDOM ALLOCATION – BANDED**

Places will be allocated by Random Allocation, to those who have submitted a Supplementary Application Form by the deadline of 25<sup>th</sup> September 2015 and sat the Non-Verbal Reasoning assessment, as specified below. This process will be independently verified in conjunction with the local authority.

(i) 75% of those places will be offered to an inner catchment area which will include all addresses in post codes BS1 – BS16.

(ii) 25% of those places will be offered to an outer catchment area which will include all addresses in the following post codes:

- BS17 to BS49
- BA1 to BA3
- GL9, GL12, GL13
- SN14

f) **REMAINING PLACES**

Where places are still available, these will again be allocated by random allocation to those applicants who fulfil one or more of the following criteria:

(i) those not submitting a Supplementary Application Form by 25<sup>th</sup> September 2015

(ii) those not attending the Non-Verbal Reasoning Assessment

(iii) those living outside the above areas, detailed in 6.1 e).

# **Colston's Girls' School**



## **APPEALS PROCEDURE**

**ADMISSIONS 2016/2017**

**Contents Page**

<b>Title</b>	<b>Page</b>
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The Appeal Hearing	3
Admission Criteria and Waiting list information	4-7
How to Appeal	8
Appeal Form	9-10

## The Appeal Hearing

**Please read all pages in this booklet before completing your appeal form.**

*“Under The Education Act parents have the right to appeal to an Independent Appeal Panel against a school’s decision not to offer their child a place”*

The School will arrange for an Independent Appeal Panel to consider the School's reasons for refusal and your reasons for wanting to attend the School.

The Panel will consist of three people (*two will have education experience and one will be a lay member*).

The Panel will consider the case put forward by you and the School, they must consider the admission arrangements for the School and the reasons why you want to attend that particular School. The Panel must exercise its discretion by balancing the weight of your argument (for wanting to attend) against the School’s reasons for refusal, *i.e. the prejudice that one more student would cause to the education of the students already offered and the Health and Safety of all the students on the school site, also taking into account the School's published admission arrangements.*

**The decision of the Independent Appeal Panel is binding on the School and the Parents.**

## Admission Criteria & Waiting list information

Parents wishing to appeal for a place for their child at the School should consider the following points before completing the Appeal Form.

### YEAR 7

Please ensure that you have received your official School decline letter before completing this form. This letter will give you the reason why your child's application has been declined.

**The School received 668 applications for the 140 places that are available for Year 7 entry in September 2016.**

Please note that all the 140 places available have been offered. If places become available after the "national offer day", these will be offered in accordance with the published admissions criteria, to those on the waiting list. We are unable to offer more than the 140 places available.

### THE ADMISSION CRITERIA (Year 7)

#### Extract from Colston's Girls' School Admissions Policy 2016/17:

*Colston's Girls' School will admit pupils with Statements of Educational Needs or Education, Health and Care Plans where Colston's Girls' School is named in the Statement or Plan.*

#### **Procedures where Colston's Girls' School is oversubscribed:**

*Where the number of applications for admission is greater than the published admission number of 140, applications will be considered against the criteria as set out in order below:*

#### 6.1 a) **CHILDREN IN CARE**

*Equal priority will be given to:*

- (i) children who are "looked after" children (within the meaning of the Children Act 1989) at the date that the relevant application for admission is made and who a local authority has confirmed will continue to be looked after by it in accordance with relevant legislation at the time they are admitted to Colston's Girls' School; and*
- (ii) previously "looked after children" who are defined as children who were adopted (or made subject to child arrangement orders or special guardianship orders) immediately following having been looked after.*

#### b) **FOREIGN LANGUAGE SPECIALISM**

*Children up to a maximum of 10% of the Year 7 published admission number admitted on the basis of aptitude in Foreign Language.*

#### c) **SIBLING**

*Children who, on the date of admission, will have an older sibling on the roll of Colston's Girls' School.*

*In order to be considered under the sibling criteria, the parent(s)/carer(s) should submit a Supplementary Application Form on behalf of the applicant, by the deadline of 25<sup>th</sup> September 2015.*

*The term “sibling” is defined as a sister, but not cousins or other family members, under one of the following categories, and who will be living permanently with them at the same address at the date of their entry to the School.*

*Categories of Sibling*

- (i) Full*
- (ii) Half*
- (iii) Step*
- (iv) Adopted*
- (v) Fostered*

*After places have been allocated, the parent(s)/carer(s) may be required to supply proof of the sibling relationship by providing documentary evidence which might include birth date, adoption certificate, relevant court order, Home Office documents, proof of abode. In certain circumstances, Colston’s Girls’ School may reasonably require further evidence.*

*Failure to submit a Supplementary Application Form by the deadline of 25<sup>th</sup> September 2015 will prevent applicants being considered under the sibling category and they will only be considered under oversubscription criteria 6.1f).*

**d) STAFF**

*Children who have a parent/carer who is a member of staff at Colston’s Girls’ School who has been employed for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.*

**e) RANDOM ALLOCATION – BANDED**

*Places will be allocated by Random Allocation, to those who have submitted a Supplementary Application Form by the deadline of 25<sup>th</sup> September 2015 and sat the Non-Verbal Reasoning assessment, as specified below. This process will be independently verified in conjunction with the local authority.*

- (i) 75% of those places will be offered to an inner catchment area which will include all addresses in post codes BS1 – BS16.*
- (ii) 25% of those places will be offered to an outer catchment area which will include all addresses in the following post codes:*
  - BS17 to BS49
  - BA1 to BA3
  - GL9, GL12, GL13
  - SN14

f) **REMAINING PLACES**

Where places are still available, these will again be allocated by random allocation to those applicants who fulfil one or more of the following criteria:

- (i) those not submitting a Supplementary Application Form by 25<sup>th</sup> September 2015
- (ii) those not attending the Non-Verbal Reasoning Assessment
- (iii) those living outside the above areas, detailed in 6.1 e).

## BANDING

### Extract from Colston's Girls' School Admissions Policy 2016/17:

#### 7. Banding

7.1 Where the parent(s)/carer(s) have submitted a Supplementary Application Form by 25<sup>th</sup> September 2015, the applicant will be invited to sit a Non Verbal Reasoning assessment so that they can be placed in an ability band.

The Assessment is on the morning of Saturday 10<sup>th</sup> October 2015 at Colston's Girls' School.

7.2 On the basis of the result of the assessment, applicants will be placed into one of five ability bands.

7.3 Banding will be applied to paragraphs 6.1 c), d) and e) to ensure an intake that is representative of the ability range of applicants to the school.

7.4 Places will be allocated, as far as possible, such that an equal number are given in each band.

#### 7.5 Failure to attend

Where an applicant has submitted a Supplementary Application Form but not attended the Non Verbal Reasoning assessment due to **pre-advised** illness or religious observance, arrangements will be made for the applicant to attend the alternative back-up session on Monday 19<sup>th</sup> October 2015.

Where an applicant does not attend either of these days, they will only be eligible for consideration under oversubscription criteria 6.1 f), Remaining Places.

#### 7.6 Failure to complete a Supplementary Application Form

If an applicant fails to complete and submit a Supplementary Application Form by 25<sup>th</sup> September 2015, they will only be eligible for consideration under oversubscription criteria 6.1 f), Remaining Places.

The exception to this would be for Children with Statements of Educational Needs or Education, Health and Care Plans, and for Children in Care (as detailed in 6.1 a).

## AN EXPLANATION OF THE ADMISSIONS CRITERIA

### Random Allocation - Banded

All eligible applicants, who have submitted a Supplementary Application Form by the deadline of 25<sup>th</sup> September 2015 and sat the Non-Verbal Reasoning assessment, and who have not been already been offered a place under the criteria above 6.1 a) to d).

Under this criterion the School does not take into consideration where the applicant lives, only that they live in the catchment area (*i.e. you may have heard of a child who has been offered a place under this criterion but lives at an address further away than your child*).

### Foreign Language Aptitude

The School received 288 applications from applicants who wanted to be considered under this criterion. In order to ensure equal opportunities, these applicants had to take a Foreign Language assessment. **We are not allowed to take into consideration previous language experience.**

### Sibling

Children who, **on the date of admission**, will have an older sibling on the roll of Colston's Girls' School.

In order to be considered under the sibling criteria, the parent(s)/carer(s) should submit a Supplementary Application Form on behalf of the applicant, by the deadline of 25<sup>th</sup> September 2015.

The term "sibling" is defined as a sister, but not cousins or other family members, under one of the following categories, and who will be living permanently with them at the same address at the date of their entry to the School.

#### Categories of Sibling

- |       |          |
|-------|----------|
| (i)   | Full     |
| (ii)  | Half     |
| (iii) | Step     |
| (iv)  | Adopted  |
| (v)   | Fostered |

### Waiting List

All applicants who have not been offered a place, and notified their local education authority that they wish to go on the school's waiting list, will remain on the reserve list until 1 September 2016.

**They will be considered with the other applicants in their ability band if a vacancy occurs regardless of whether the parents appeal or not.**

After 1 September 2016, all applicants may contact the school direct for their daughter's name to be added to the casual waiting list for an in-year admission.

*N.B. Using your right to appeal will not change your child's inclusion on the waiting list.*

If you require any further information regarding the School Admissions procedure, please read the Admissions Policy 2016/17 which is available from the School website;  
[www.colstonsgirls.bristol.sch.uk](http://www.colstonsgirls.bristol.sch.uk).

**FOR PARENTS WHO WISH TO APPEAL**

Parent(s)/carer(s) wishing to appeal against the School's decision should complete an Appeal Form stating the reason for the appeal based on the published Admissions criteria.

Completed forms should be sent to the Clerk to the Appeal Panel c/o Colston's Girls' School.

**Completed appeal forms must be received at the School's address by the closing date Friday 15<sup>th</sup> April 2016.**

The appeals will be heard in private by an Independent Appeal Panel during the week commencing **23<sup>rd</sup> May 2016**. The Clerk to the Appeal Panel will notify you of the date and time of your appointment.

- Appeals may be made in English or the parents' first language.
- Only one appeal per application is allowed.
- Appeals are conducted in person, and you may bring a friend.

**Late appeals will only be considered in VERY exceptional circumstances.**

Parents who wish to appeal should complete the Appeal Form on Page 9. This should then be detached and sent to:

**The Clerk to the Appeal Panel  
c/o Colston's Girls' School  
Cheltenham Road  
Bristol  
BS6 5RD**



## COLSTON'S GIRLS' SCHOOL

### REQUEST FOR AN ADMISSION APPEAL YEAR 7 2016/17

Details of Parent of Carer		
<b>Full Name of Parent/Carer:</b>		
<b>Home Address of Parent/Carer:</b>		
<b>Telephone Numbers:</b>	<b>Home:</b>	<b>Mobile:</b>
<b>Email Address:</b>		
Details of Child for whom you are Appealing		
<b>Full Name of Child:</b>		
<b>Date of Birth of Child:</b>		
Attendance at an Appeal Hearing		
<b>Do you wish to attend a hearing of your Appeal?</b>	<b>YES / NO</b> <i>Please delete as appropriate</i>	
<b>Do you intend to be represented at a hearing or accompanied by a friend?</b>	<b>YES / NO</b> <i>Please delete as appropriate</i>	
<b>If YES, please give details:</b>		
<b>Name of representative/friend:</b>		
<b>Will the representative/friend be translating during the appeal?</b>	<b>YES / NO</b> <i>Please delete as appropriate</i>	

### Reasons for Appeal

**It is important to provide the Independent Appeals Panel with full details so that the Panel has all the information which may be relevant to your case.**

**Please give details of the reason for your appeal in relation to the Academy's Admissions Policy.**

**I have read the Academy's Admissions Policy and would still like to appeal against the Academy's decision not to offer my child a place, because:**

*If you wish to submit documentary evidence in support of your appeal it should be attached. Please continue on a separate sheet if necessary.*

### Declaration

**I wish to appeal against the decision of Colston's Girls' School not to offer my daughter a place. I confirm that all the information I have provided is accurate. I also agree to whatever checks may be carried out to verify accuracy.**

**Signed:**

**Date:**

**This form must be returned to:  
The Clerk to the Appeals Panel, c/o Colston's Girls' School, Cheltenham Road, Bristol, BS6 5RD  
by Friday 15<sup>th</sup> April 2016**

## **Allocation Statement for Cotham School - September 2016**

As Cotham School is oversubscribed, the criteria stated in the booklet 'A guide for parents and carers on applying for a secondary school place for the school year 2016-2017' have been applied to allocate the places that are available at the Academy.

689 on-time applications (172 first preferences, 285 second preferences and 232 third preferences) have been received for Cotham School which has an admission number of 216.

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

The 216 places have been offered to the following children:

1. Those children who are defined as 'Children in Care'; or children who were previously in care, but immediately after being in care became subject to an adoption order, child arrangement order, or special guardianship order. **(0 places)**
2. Those children living within the area of first priority for Cotham School, with siblings of statutory school age attending the Academy, who will still be on roll in September 2016 ( **17 places**)
3. Those children who live within the area of first priority for Cotham School, **(74 places)**
4. Those children living outside the area of first priority with siblings of statutory school age attending the Academy who will still be on roll in September 2016 ( **50 places**)
5. Those children living outside the area of first priority for Cotham School who live closest to the Academy as measured in a direct line from the home address to the Academy **(75 places)**

The furthest distance offered a place in this category was **1.861 km**.

## **School Appeals Guidance Notes for 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 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 child's need for a place at the school outweighs the Admission 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. Please submit all supporting documentation by 6<sup>th</sup> May 2016. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 6<sup>th</sup> May 2016.

Appeals are normally held at Brunel House, Bristol. When you arrive for your appeal, you will be directed to a waiting area. The Clerk to the Independent School Appeals Panel will explain the procedure of the appeal hearing before the appeal begins.

The sequence of events is likely to be:

### School's Case:

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

### Parent/Carer's Case:

- iv) Presentation of the case by the parent/carer
- v) Questioning by the Appeal Panel/representative of the Admission Authority
- 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 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.

### Useful Links

Department for Education (DfE) <https://www.gov.uk/government/publications/school-admissions-code--2>  
Advisory Centre for Education provides online leaflets and guidance for parents: E-mail: [enquiries@ace-ed.org.uk](mailto:enquiries@ace-ed.org.uk) Website: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

## Letter of Appeal – Cotham School

### Parent/Carer Contact Details – BLOCK CAPITALS

Parent/Carer Name \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Mobile Telephone Number \_\_\_\_\_

Alternative Telephone Number \_\_\_\_\_

Email address \_\_\_\_\_

### Child's Details

First Name(s): \_\_\_\_\_

Surname/Family Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Address: \_\_\_\_\_

### Reasons for Preference/Grounds for Appeal:

**Please provide your grounds for appeal in writing as soon as possible. An appeal hearing cannot be set up until the written grounds for appeal are received. *If required, please continue on a separate sheet.***

**Signed (Parent/Carer):** \_\_\_\_\_ **Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Please return to: School Admissions (Romney House), Bristol City Council, PO Box 3176, BRISTOL, BS3 9FS.**

# Allocation Statement

## September 2016 Year 7 Intake

### Oasis Academy John Williams

As Oasis John Williams is oversubscribed, the criteria stated in the booklet "A guide for parents and carers on applying for a secondary school place for the school year 2016-2017" have been applied to allocate the places that are available at the school.

400 on-time applications have been received for Oasis Academy John Williams which has an admission number of 162.

As the Academy was heavily oversubscribed Oasis Community Learning has agreed to increase the admission number to 180 for this year's entry only in response to parental preference.

1 place is required at the Academy as it is named in their Statement of Special Educational Need/ Education Health & Care Plan (EHCP).

The remaining 179 places have been allocated using the Academy's published admissions criteria as follows;

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

The **179 places** have been offered to the following children:

1. Those children who are defined as 'Children in Care'; or children who were previously in care, but immediately after being in care became subject to an adoption, residence, or special guardianship order. **(3 places)**.
2. Siblings of students who will be members of Years 7 to 11 at the Academy on the date when the applicant would be admitted. The term "sibling" means a full, step, half, adopted or fostered brother or sister, or other child living permanently within the same household. The Academy reserves the right to ask for proof of relationship. **(61 places)**
3. Children who live the nearest distance from the Academy within the area of first priority. **(88 places)**
4. Children who live the nearest by direct line distance from the Academy outside the area of first priority. **(27 places)** The furthest distance offered a place in this category was 1.938 km.

## **School Appeals Guidance Notes for Oasis Academy John Williams**

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 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 child's need for a place at the school outweighs the Admission 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. Please submit all supporting documentation by 6<sup>th</sup> May 2016. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 6<sup>th</sup> May 2016.

Appeals are normally held at Brunel House, Bristol. When you arrive for your appeal, you will be directed to a waiting area. The Clerk to the Independent School Appeals Panel will explain the procedure of the appeal hearing before the appeal begins.

The sequence of events is likely to be:

### School's Case:

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

### Parent/Carer's Case:

- iv) Presentation of the case by the parent/carer
- v) Questioning by the Appeal Panel/representative of the Admission Authority
- 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 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.

### Useful Links

Department for Education (DfE) <https://www.gov.uk/government/publications/school-admissions-code--2>  
Advisory Centre for Education provides online leaflets and guidance for parents: E-mail: [enquiries@ace-ed.org.uk](mailto:enquiries@ace-ed.org.uk) Website: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

**Letter of Appeal – Oasis Academy John Williams**

**Parent/Carer Contact Details – BLOCK CAPITALS**

Parent/Carer Name \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Mobile Telephone Number \_\_\_\_\_

Alternative Telephone Number \_\_\_\_\_

Email address \_\_\_\_\_

**Child's Details**

First Name(s): \_\_\_\_\_

Surname/Family Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Address: \_\_\_\_\_

**Reasons for Preference/Grounds for Appeal:**

**Please provide your grounds for appeal in writing as soon as possible. An appeal hearing cannot be set up until the written grounds for appeal are received. *If required, please continue on a separate sheet.***

**Signed (Parent/Carer):** \_\_\_\_\_ **Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Please return to: School Admissions (Romney House), Bristol City Council, PO Box 3176, BRISTOL, BS3 9FS.**

### Allocation Statement for REDLAND GREEN SCHOOL - September 2016 First Round

As Redland Green School is oversubscribed, the criteria stated in the booklet 'A guide for parents and carers on applying for a secondary school place for the school year 2016-2017' have been applied to allocate the places that are available at the school.

670 on-time applications (260 first preferences, 251 second preferences and 159 third preferences) have been received for Redland Green School which has a published admission number of 189. The school has breached the admission number for Year 7 in September 2016 to 216.

3 places are required for children with the school named in their Statement of Special Educational Needs/Education, Health and Care Plan.

This left 213 places to allocate using the published criteria.

### How the Initial Allocation of Places was made

The **213 places** have been offered to the following children:

1. Those children who are defined as Children in Care or children who were previously in care but immediately after being in care became subject to an adoption, child arrangements or special guardianship order. **(1 place)**
2. Those children living within the area of first, second or joint priority for Redland Green School, with siblings of statutory school age attending the school, who will still be on roll in September 2016. **(74 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. **(138 places)**

The furthest distance offered a place in this category was 1.145 km.



Bristol  
Inclusion  
Standard



## **School Appeals Guidance Notes for Redland Green 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 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 child's need for a place at the school outweighs the Admission 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. Please submit all supporting documentation by 6<sup>th</sup> May 2016. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 6<sup>th</sup> May 2016.

Appeals are normally held at Brunel House, Bristol. When you arrive for your appeal, you will be directed to a waiting area. The Clerk to the Independent School Appeals Panel will explain the procedure of the appeal hearing before the appeal begins.

The sequence of events is likely to be:

### School's Case:

- i) Presentation of the school's case by the representative of the Admission Authority
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- iii) Summing-up by the representative of the Admission Authority

### Parent/Carer's Case:

- iv) Presentation of the case by the parent/carer
- v) Questioning by the Appeal Panel/representative of the Admission Authority
- 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 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.

### Useful Links

Department for Education (DfE) <https://www.gov.uk/government/publications/school-admissions-code--2>  
Advisory Centre for Education provides online leaflets and guidance for parents: E-mail: [enquiries@ace-ed.org.uk](mailto:enquiries@ace-ed.org.uk) Website: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

### Letter of Appeal – Redland Green School

#### Parent/Carer Contact Details – BLOCK CAPITALS

Parent/Carer Name \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Mobile Telephone Number \_\_\_\_\_

Alternative Telephone Number \_\_\_\_\_

Email address \_\_\_\_\_

#### Child's Details

First Name(s): \_\_\_\_\_

Surname/Family Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

#### Reasons for Preference/Grounds for Appeal:

**Please provide your grounds for appeal in writing as soon as possible. An appeal hearing cannot be set up until the written grounds for appeal are received. *If required, please continue on a separate sheet.***

**Signed (Parent/Carer):** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please return to: School Admissions (Romney House), Bristol City Council, PO Box 3176, BRISTOL, BS3 9FS.**

# St. Bede's Catholic College

Specialist Science and Sports College

Long Cross, Lawrence Weston, Bristol, BS11 0SU

T: 0117 377 2200 E: [contact@stbedesc.org](mailto:contact@stbedesc.org) W: [www.stbedesc.org](http://www.stbedesc.org)

Principal: Ms C Hughes, B.Ed



1<sup>st</sup> March 2016

Dear Parent

## Allocation of Places to St Bede's Catholic College September 2016

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, 6 or 7 of our criteria. All applications received by Governors and the Local Authority by the published deadline of 31<sup>st</sup> October 2015, falling into the priority 2 and 4 categories have been offered places. Within priority 5, offers have been made to the first 7 applicants who live closest to the college. These offers were made to families who had provided the college with evidence of faith practice, in accordance with our policy. In addition, a place has been reserved for three pupils with a statement of Special Educational Need/Education, Health and Care Plan. In total, 180 offers have been made.

The remaining applicants in priority 5 and all applicants in priorities 8-12 unfortunately have not been successful at this stage in securing a place with us for September 2016. I know that this will cause disappointment and some anxiety. However we may be able to make further offers if any family decides not to 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, we may be in a position to give some 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 Wednesday, 13<sup>th</sup> April 2016, addressed to the Clerk of Governors.

Yours sincerely

C.Walker

Mrs C Walker  
Clerk to Governors







# St Bernadette Catholic Secondary School

Headteacher Mrs B A McLaughlin

Fossedale Avenue, Whitchurch, Bristol BS14 9LS  
Telephone 0117 377 2050 Fax 0117 377 2054

[www.stbems.bristol.sch.uk](http://www.stbems.bristol.sch.uk)  
[info@stbems.bristol.sch.uk](mailto:info@stbems.bristol.sch.uk)

## **Allocation Statement for St Bernadette Catholic Secondary School - September 2016**

As St Bernadette Catholic Secondary School is oversubscribed, the criteria stated in the booklet 'A guide for parents and carers on applying for a secondary school place for the school year 2016-2017' have been applied to allocate the places that are available at the school.

336 on-time applications (131 first preferences, 131 second preferences and 74 third preferences) have been received for St Bernadette Catholic Secondary School which has a Published Admission Number of 150.

One place is required for a child where the school has been named in the Education, Health and Care plan.

This left 149 places to allocate using the published criteria.

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

The 149 places have been offered to the following children:

1. Looked After Children (2 places).
2. Children baptised into the Catholic faith from the Parishes/Areas named in the Admissions Policy (64 places).
3. Siblings of present pupils at the time of admission at Saint Bernadette Catholic Secondary School (38 places).
4. Children who have evidenced a Christian faith commitment (45 places).



# St Bernadette Catholic Secondary School

Headteacher Mrs B A McLaughlin

Fossedale Avenue, Whitchurch, Bristol BS14 9LS  
Telephone 0117 377 2050 Fax 0117 377 2054

[www.stbems.bristol.sch.uk](http://www.stbems.bristol.sch.uk)  
[info@stbems.bristol.sch.uk](mailto:info@stbems.bristol.sch.uk)

## **APPEALS 2016 -2017**

### **On time applications for places in Year 07 for September 2016**

On 1st March 2016 the home Local Authority will, on behalf of the Governing Body, notify parents/carers who applied by the closing date of 31<sup>st</sup> October 2015, of the outcome of their application.

If a place at St Bernadette's has been refused by the Governing Body, parents/carers have the right to appeal against this decision. The appeal must be put in writing, to Mrs Nunnerley at the school, by 11<sup>th</sup> April 2016. The appeal will then be heard on 11<sup>th</sup> May 2016.

### **Late applications for places in Year 07 for September 2016**

Parents/carers who applied after the closing date of 31<sup>st</sup> October 2015, will be notified of the outcome of their application, after the first round of allocations has been made.

If a place at St Bernadette's has been refused by the Governing Body, parents/carers have the right to appeal against this decision. The appeal must be put in writing to Mrs Nunnerley at the school, within 20 school days of the date of the refusal letter from the home Local Authority. The appeal will be heard on 11<sup>th</sup> May where possible or within 30 school days of the appeal being lodged.

### **Applications for in-year admissions for the academic year 2016-2017.**

If a place at St Bernadette's has been refused by the Governing Body, parents/carers have the right to appeal against this decision. The appeal must be put in writing to Mrs Nunnerley at the school, within 20 school days of the date of the refusal letter from the school. The appeal will then be heard within 30 school days of the appeal being lodged.

All appeals are arranged and conducted in accordance with the Schools Admission Appeals Code.



# St Bernadette Catholic Secondary School

Headteacher Mrs B A McLaughlin

Fossedale Avenue, Whitchurch, Bristol BS14 9LS  
Telephone 0117 377 2050 Fax 0117 377 2054

[www.stbems.bristol.sch.uk](http://www.stbems.bristol.sch.uk)  
[info@stbems.bristol.sch.uk](mailto:info@stbems.bristol.sch.uk)

## REQUEST FOR AN APPEAL AGAINST NON ADMISSION - ACADEMIC YEAR 2016- 2017

The completed form should be returned to Mrs Nunnerley, at the school, by 11<sup>th</sup> April 2016. The form can be emailed to her at [info@stbems.bristol.sch.uk](mailto:info@stbems.bristol.sch.uk)

<b>Student's Full Name</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Contact Telephone No</b>	
<b>E-Mail address (please print)</b>	

**Reasons for Preference/Grounds for Appeal:** *(If these include medical or psychological reasons you will need to provide supporting written evidence from a doctor/specialist. On receipt of written evidence the Governing Body may seek comments from independent advisors.)*

*Please continue on a separate sheet if necessary. Number of sheets attached*

Name of Parent/Carer	
Signature of Parent/Carer	
Date	

**Allocation Statement for St Mary Redcliffe & Temple School  
September 2016**

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

The 216 places have been offered to the following children:

Group

	Statemented Children	6
A	Church applicants who are Looked After Children or previously Looked after Children	4
B1	Church Applicants	192
B2	Church Applicants	0
B3	Church Applicants	0
C	Looked After Children or previously Looked after Children	3
D	Local applicants – up to 16 places	11
E	Faiths other than Christian - up to 4 places	0
F	Other Applicants	0

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

**Year 7 Admissions – September 2016**

I wish to appeal for a place at: - **St Mary Redcliffe and Temple CE VA School**

**Full Name of Child:**

**Date of Birth:**

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

---

Name of Parent / Carer:

Signature of Parent / Carer:

Date:

Please return this form and attachments to:

**Mrs G Botting  
School Admissions  
St Mary Redcliffe & Temple CE VA School  
Somerset Square  
Bristol  
BS1 6RT**



Steiner Academy Bristol  
Mottistone Building, St Matthias Campus  
Oldbury Court Road  
Fishponds, Bristol

BS16 2JP  
0117 965 9150

[info@steineracademybristol.org.uk](mailto:info@steineracademybristol.org.uk)

### September 2016 Year 7 Allocation Summary for The Steiner Academy Bristol - First Round

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. The Steiner Academy is its own Admissions Authority and has its own Admissions criteria.

The following summary indicates the number of places available in Year 7 and the places offered against each oversubscription criterion for September 2016 entry.

Year Group	Admission Number	Total Preferences Received
Year 7	26	65

Criterion		Year 7
1	SEN places	2
2	Children in the care of a Local Authority at the time of application, or whose care has ceased because he/she has become adopted or the subject of a residence or special guardianship order	2

3	Children of Founding Directors	1
4	Children of staff employed at the Academy where recruitment is to fill a demonstrable skills shortage	4
5	Children with a sibling on roll at the Academy at the time of application A sibling is a full, adopted, half or step brother or sister, including a full, adopted, half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or, where appropriate, the natural parental home address.	4
6	Children who are entitled to Free School Meals at the time of application	3
7	Children not satisfying a higher criterion.	10

The straight-line distance between home and the Academy site (St. Matthias campus) for the oversubscribed criteria

Year Group	Straight Line distance in miles
Year 7	0.785

The Academy Admissions Committee will maintain waiting lists for each year group until the end of the 2015 academic year that will include the names of all children refused admission. Names will automatically be entered whenever an application is refused and listed in ranked order according to the oversubscription criteria. If a place is no longer required, it will be re-offered for the child ranked highest on the waiting list at that time.

### Admissions appeals

If you have been refused a place and you are not happy with the decision, you have the right to appeal. You must appeal within one month of the date when you received notice that your application was unsuccessful.

You can download an appeal form, <http://www.steineracademybristol.org.uk/admissions/appeals/> or you can contact us and ask us to email or post you a form.

All appeals will be heard by an independent panel arranged via Bristol City Council, in the same way as appeals for other state funded schools.

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Ms D Gordon  
Admissions Secretary  
Steiner Academy Bristol

**Steiner Academy Bristol - School Admission Appeals Timetable**  
**Applies for appeals lodged between 1 March 2016 – 28 February 2017**

School Admission appeals are administered in accordance with the requirements of the 2012 School Admission Appeals Code issued by the Department for Education. Parents who apply for their child to attend our School and whose admission application is refused, will have the legal right to appeal that decision. The Appeal Form which can be downloaded from the School website or requested from the School Office.

Please note: The timetable differs depending on whether the original admission application was for a child to start or transfer school in September 2016 ('normal round' admission application), **or** to join the School during the academic year ('in-Year' admission application). The following timetable applies:

**1. Appeals lodged in connection with Starting School - Reception September 2016**

For an admission decision notified on <b>16 April 2016</b>	<b>Appeal Deadline:</b> Appeal Form to be submitted to the School Office or Local Authority by <b>16 May 2016</b>	Appeal hearing will take place within <b>40 school days</b> of the appeal deadline
--	---	--

**1. Appeals lodged in connection with Transferring School - Year 7 in September 2016**

For an admission decision notified on <b>1 March 2016</b>	<b>Appeal Deadline:</b> Appeal Form to be submitted to the School Office or Local Authority by <b>12 April 2016</b>	Appeal hearing will take place within <b>40 school days</b> of the appeal deadline
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**2. Appeals lodged after the appeal deadline - for admission in September 2016**

Where possible, appeals lodged after the appeal deadline will be heard with those lodged before the deadline, providing there is sufficient time to make the appropriate arrangements. Otherwise, an appeal hearing will take place within **30 school days** of receipt of the appeal form

**3. Appeals lodged in connection with applications for places required during the academic year (In-year admission)**

An appeal may be lodged at anytime following an in-year admission decision, but not beyond the academic year in question. An appeal hearing will be scheduled to take place within **30 school days** of receipt of the appeal form

**4. Administrative timetable**

The Admissions Authority will appoint an independent appeals clerk	As soon as possible after receipt of the appeal form
Appellant(s) will be notified of the date and time of the appeal hearing and the names of the independent appeal panel members. Appellants may waive this right of notice	At least <b>10 school days</b> before the appeal hearing is to take place
The appeals clerk will issue all the relevant appeal information. This will include a statement prepared by the Admissions Authority to explain the reasons for refusal	No less than <b>5 school days</b> before the appeal hearing is to take place
Further (new) information may be submitted to the clerk for consideration at the appeal hearing at the Chair's discretion.	Up to <b>3 school days</b> before the appeal hearing
The decision of the Appeal Panel will be notified to the appellant(s) in writing	Within <b>5 school days</b> following the appeal hearing



Steiner Academy Bristol  
 St Matthias Campus  
 Bristol BS16 2JP  
 0117 965 9150  
[info@steineracademybristol.org.uk](mailto:info@steineracademybristol.org.uk)  
[www.steineracademybristol.org.uk](http://www.steineracademybristol.org.uk)

## School Admission Appeal Form

### Section 1: Your Appeal

<b>For which Year Group has your child been refused a place?</b>	
<b>On what date did you apply for a school place?</b> (the date you inserted on your original application form)	
<b>What is the date on the refusal decision letter issued to you by the Admissions Authority?</b>	

For School Office use Only:	Insert the date on which the admission application to which this appeal relates was received at the School Office	
	Insert the date on which this Appeal Form was received at the School Office	

### Section 2: Your Child's details (the child who is the subject of this appeal)

Legal Surname	First Name	Middle name(s)

<b>Date of Birth: (Day/Month/Year)</b>	
--	--

<b>Registered Nationality</b>	
-------------------------------	--

Is your child <u>currently</u> on the roll of a UK school?		Yes	No
If 'Yes' please provide the name of the school			
When did he/she last attend school?	Month/Year:		

Is your child <u>currently</u> A 'Looked After Child'. A child in the care of a Local Authority?	Yes	No
--	-----	----

Does your child have a Statement of Special Educational Needs issued by a Local Authority?	Yes	No
--	-----	----

Does your child have any siblings <u>currently</u> attending this school? A sibling definition applies which is set out in the published Admission Arrangements	Yes	No
--	-----	----

If 'Yes' you may choose to provide sibling details as part of your response in Section 3

Please enter the address at which your child lives for the <u>majority</u> of his/her time			
How long has he/she lived at this address?	Years:	Months:	Weeks:

Are there currently any shared residency arrangements?	Yes	No
--	-----	----

**Section 3: Your details** (the person submitting this appeal)

Surname	Forename(s)	Mr/Mrs/Miss/Ms/other

Your relationship to this child	Parent	Carer	Other

Do you live at the same address as the child you are appealing on behalf of	Yes	No
If 'No' then please provide your full address for communication purposes		

Land line telephone number	Mobile	Email address

**Section 4: Your appeal against the decision to refuse admission**

<p><b>Is your intention to be present in person at your appeal hearing?</b></p> <p>A hearing will be scheduled to take place within <u>30 school days</u> of receipt of this appeal form.</p>	Yes	No	
<p><b>If you intend that another person represents you or accompanies you to the hearing, please provide their name(s) and status</b></p>			
<p><b>Name</b></p>	<p><b>Status</b></p>		

**Please explain why you are appealing against the decision to refuse your child a place at the school.**

You, or your representative(s) will have the opportunity to present your case at the appeal hearing and to expand on the information you set out below. Please note: For Key stage 1 appeals, the requirements of the statutory Infant Class Size appeal procedure may restrict the information that an appeal panel can take into account when reaching a decision.

--

**Continue with your statement:**

## **Section 5: Declaration and Signature**

In signing this declaration, you confirm that

The information that I have provided on this appeal form is honest and not intended to mislead in any way
---

The information provided on this Appeal Form may be shared by the Admission Authority for the purpose of responding to any points I have set out and for the preparation of my appeal hearing, subject to the Data Protection Act 1988.
---

- |  |
|--|
| (a) I am entitled to make this appeal as I am the legal Parent/Carer of the child concerned<br>(b) I have the appropriate consent from the legally responsible party to make this appeal on their behalf |
|--|

<b>Signature of Appellant:</b>	<b>Date :</b>
--------------------------------	---------------

### **Important information relating to the completion of the Appeal Form**

School Admission Appeals are subject to the requirements of the School Admission Appeals Code, issued by the Department for Education. A copy can be viewed or downloaded at [www.education.gov.uk](http://www.education.gov.uk)

The Academy Governors constitute the Admissions Authority and consequently responsible for arranging appeal hearings that arise in connection with decisions to refuse admission to the school.

Arrangements for admission appeals in connection with this school are set out in the governors' published Admission Arrangements which can be downloaded from the school website or a hard copy made available from the School Office

The Governors' Appeal Form has been designed to gather the information necessary to ensure that the child's circumstances are fully appreciated and to enable an appeal hearing to be efficiently and effectively scheduled within the statutory timeframe set out in the School Admission Appeals Code and which was explained in your admission application decision letter.

A parent, or his/her appointed representative must use the governors' appeal form to set out the reasons for the appeal against a decision to refuse admission. This will then be set before an independent appeal panel at the appeal hearing.

The completed appeal form may be hand-delivered to the school Reception Office, or sent to the school by post or email attachment. Safe delivery and the security of the information provided on the appeal form during transit, is the responsibility of the appellant. It is advisable to post by a special delivery service or to obtain a receipt if hand delivered.

Please note: The Law requires that Infant classes have no more than 30 pupils to one qualified teacher. If your child has been refused because the admission of a further child would breach this statutory Infant Class Size limit, you should bear in mind that the powers of an appeal panel to uphold an appeal in these circumstances are very limited. You are strongly advised to refer to Section 4 of the School Admission Appeals Code and research Infant class Size appeal procedure. You should assess your circumstances and take this into consideration before continuing with your appeal.

**Please read the following information carefully before completing the Appeal Form:**

- **Complete this Appeal Form in full and ensure that you date and sign the declaration before submitting by email to [admin@steineracademybristol.org.uk](mailto:admin@steineracademybristol.org.uk) or by post to Steiner Academy Bristol, St Matthias Campus, Bristol BS16 2JP.**
- A separate Appeal Form must be submitted for each child
- Your appeal will not affect any school place your child currently holds or that has been offered for your child.
- Your appeal will be administered and clerked independently of the Admission Authority. The appeal clerk, or an appointed administrator, will contact you regarding a proposed date and time for your appeal hearing as soon as possible after receipt of your completed appeal form. Please ensure that your contact details are entered correctly for this purpose.
- Approximately 10 calendar days before your scheduled hearing you will receive a written statement from the governors setting out the reasons why a place cannot be made available at the school for your child.
- Additional information may be provided to the Clerk or appointed Appeal Administrator, up to two calendar days before your appeal hearing. No new information may be presented at the hearing, unless the Chair of the Appeal Panel permits this, which will normally only be in exceptional circumstances.