

## **Allocation Statement for Ashton Park School - September 2020**

As Ashton Park School is oversubscribed, the criteria stated in their published admissions policy available on the Academy and Local Authority websites have been applied to allocate the places that are available at the Academy.

481 on-time applications (183 first preferences, 143 second preferences and 155 third preferences) have been received for Ashton Park School which has an admission number of 216.

As the Academy is oversubscribed the Academy Trust has agreed to increase the admission number to 224 for this year's entry.

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

1 place is required for a child where the Academy is named in their Education, Health and Care Plan.

The remaining 223 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. **(2 places)**
2. Those children living within the area of first priority for Ashton Park School, with siblings of statutory school age attending the Academy, who will still be on roll in September 2020. **(62 places)**
3. Those children who live within the area of first priority for Ashton Park School. **(106 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 2020. **(15 places)**
5. Those children living outside the area of first priority for Ashton Park School who live closest to the Academy as measured in a direct line from the home address to the Academy. **(38 places)**

The furthest distance offered a place in this category was **3.474 km**

## **2<sup>nd</sup> Round Allocation**

As at the 1st May 2020 **11** places had become available for reallocation at the Academy. At this stage **28** applicants were still pursuing a place at the Academy. 1 place was required for a child where the school is named in their Education, Health and Care Plan. The published admissions criteria were applied and the remaining 10 places were offered as follows -

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 Ashton Park School, with siblings of statutory school age attending the Academy, who will still be on roll in September 2020. **(1 place)**
3. Those children who live within the area of first priority for Ashton Park School. **(6 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 2020. **(0 places)**
5. Those children living outside the area of first priority for Ashton Park School who live closest to the Academy as measured in a direct line from the home address to the Academy. **(3 places)**

The furthest distance offered a place in this category was **2.549** km

## 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

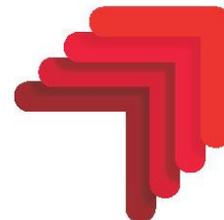
Address: \_\_\_\_\_

### 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 within 10 days of your refusal notification to: School Admissions (City Hall), PO Box 3399, 100 Temple Street, BRISTOL, BS1 9NE. Alternatively email a scanned version of this form (or a similar document containing all of the requested information) to [school.admissions@bristol.gov.uk](mailto:school.admissions@bristol.gov.uk)**



## Allocation Statement for BRISTOL BRUNEL ACADEMY - September 2020 – 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 2020-2021' have been applied to allocate the places that are available at the school.

573 on-time applications (255 first preferences, 191 second preferences and 127 third preferences) have been received for Bristol Brunel Academy which has a published admission number of 232. The school has breached the admission number for Year 7 in September 2020 to 260.

3 places are required for children with the school named in their Education, Health and Care Plan.

This left 257 places to allocate using the published criteria.

### How the Initial Allocation of Places was made

The **257 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. **(8 places)**
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 2020. **(66 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. **(153 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 2020. **(16 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. **(14 places)**  
The furthest distance offered a place in this category was **1.424 km**.

**Please see below for details of subsequent rounds of allocation**

**2<sup>nd</sup> Round Allocation**

As of the 3<sup>rd</sup> May 2020 **2** places had become available for reallocation at the school. At this stage **40** applicants were still pursuing a place at the school. The school's published admissions criteria were applied and the places were offered as follows;

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. (**0 places**)
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 2020. (**2 places**)

The furthest distance offered a place in this category was **0.529 km**.

After the 2<sup>nd</sup> Round Allocation following places had become available for reallocation at the school. The school's published admissions criteria were applied and the places were offered as follows:

**20<sup>th</sup> May 2020 – x1** – child living within the area of first priority with sibling who will still be on roll in September 2020 – furthest distance offered **0.907 km**.

**3rd June 2020 – x1** – children living within the area of first priority – furthest distance offered **0.675 km**



**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 within 10 days of your refusal notification to: School Admissions (City Hall), PO Box 3399, 100 Temple Street, BRISTOL, BS1 9NE. Alternatively email a scanned version of this form (or a similar document containing all of the requested information) to [school.admissions@bristol.gov.uk](mailto:school.admissions@bristol.gov.uk)

## **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 3<sup>rd</sup> May 2019. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 3<sup>rd</sup> May 2019.

Appeals are normally held at City Hall, College Green, 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)



**CATHEDRAL  
SCHOOLS  
TRUST**



**BRISTOL CATHEDRAL  
CHOIR SCHOOL**

## **FIRST ROUND ALLOCATION STATEMENT FOR ENTRY TO YEAR 7 2020**

Bristol Cathedral Choir School (BCCS) is part of Cathedral Schools Trust who is the admission authority. BCCS is an Academy run independently from the local authority and funded directly by the Department for Education (DfE) for an agreed published admission number (PAN) of 150 students. BCCS is part of the coordinated admissions scheme with Bristol City Council.

### **Why has my child been unsuccessful in gaining a place at BCCS?**

Bristol Cathedral Choir School (BCCS) has an admission number of **150** and has received **1331** on time applications for the academic year 2020/21. All **150** places have been offered in accordance with the oversubscription criteria, in order of priority, as set out in the published admission arrangements 2020/21.

### **How have the 150 places been allocated for year 7 2020?**

**13** places have been reserved at the request of the SEN team for children with an Education, Health and Care Plan (EHCP). The remaining **137** places have been allocated by applying the oversubscription criteria, in order of priority, as set out in the published admission arrangements 2020/21 for the 1<sup>st</sup> round of allocation (*a full copy of the admission arrangements is available to view on the school website*):

1. Looked after children and previously looked after children (**20 places**).
2. Probationer Chorister (**8 places**).
3. Music Specialists (**15 places**).
4. Children of staff (**0 places**).
5. Children on roll at Cathedral Primary School (**24 places**).
6. Children with a sibling(s) on roll at Bristol Cathedral Choir School (**53 places**).
7. Children by random allocation who live in Bristol postcode areas BS1 to BS16 (**17 places**).
8. Children by random allocation who live outside Bristol postcode areas BS1 to BS16 (**0 places**).

## **2nd ROUND ALLOCATION STATEMENT FOR ENTRY TO YEAR 7 2020**

Following the outcome of secondary school places on National Offer Day on March 1st, **268** applicants were included on the waiting list. This included those who requested to go on the waiting list, those who changed their preferences and those who applied late (applications

received after 31st October 2019 were not included in the first round).

All year 7 places were offered in accordance with the BCCS admission arrangements 2020/21 and as part of the coordinated admissions scheme with Bristol City Council. The waiting list was re ranked against the admissions criteria, in order of priority, which included a fresh round of random allocation. Remaining unsuccessful applicants were drawn randomly and placed on to the waiting list.

### **Why has my child been unsuccessful in gaining a place at BCCS in the 2nd round of allocation?**

BCCS had **5** places to re-offer. 1 place was offered to a child who qualified as a 'looked after' child' or 'previously looked after' child, 1 place was offered to a child who qualified as feeder school, 1 place was offered to a child who qualified as a sibling and the remaining 2 places were offered by random allocation.

### **How have the 150 places been allocated in the 2nd round for year 7 2020?**

*Information correct as of 27th April 2020.*

**11** places have been reserved at the request of the Bristol SEN team for children with an Education, Health and Care Plan (EHCP). The remaining **139** places have been allocated by applying the oversubscription criteria, in order of priority, as set out in the published admission arrangements 2020/21 for the 1<sup>st</sup> round of allocation (*a full copy of the admission arrangements is available to view on the school website*).

1. Looked after children and previously looked after children (**21 places**).
2. Probationer Chorister (**8 places**).
3. Music Specialists (**15 places**).
4. Children of staff (**0 places**).
5. Children on roll at Cathedral Primary School (**24 places**).
6. Children with a sibling(s) on roll at Bristol Cathedral Choir School (**54 places**).
7. Children by random allocation who live in Bristol postcode areas BS1 to BS16 (**17 places**).
8. Children by random allocation who live outside Bristol postcode areas BS1 to BS16 (**0 places**).

**YEAR 7 2020 APPEAL GUIDANCE - BEFORE COMPLETING AN APPEAL FORM WE ADVISE YOU TO READ ALL PAGES IN THIS DOCUMENT**

As a parent/carer you have expressed a preference to your home local authority regarding the school you would like your child to attend. However, if the year group applied for is oversubscribed and has reached its published admission number (PAN), the admission authority may not be able to meet your preference. Compliance with your preference would “prejudice the provision of efficient education or the efficient use of resources” at the school. Under the Education Act a parent/carer has the right to appeal against the decision to refuse their child a place at a school for which they have applied for.

Bristol Cathedral Choir School (BCCS) has an admission number of **150** and has received **1331** on time applications for the academic year 2020/21. All **150** places have been offered in accordance with the oversubscription criteria, in order of priority, as set out in the published admission arrangements 2020/21 and there are no further places to offer.

**How have the 150 places been allocated for year 7 2020?**

**13** places have been reserved at the request of the SEN team for children with an Education, Health and Care Plan (EHCP). The remaining **137** places have been allocated by applying the oversubscription criteria, in order of priority, as set out in the published admission arrangements 2020/21 for the 1<sup>st</sup> round of allocation (*a full copy of the admission arrangements is available to view on the school website*):

1. Looked after children and previously looked after children (**20 places**).
2. Probationer Chorister (**8 places**).
3. Music Specialists (**15 places**).
4. Children of staff (**0 places**).
5. Children on roll at Cathedral Primary School (**24 places**).
6. Children with a sibling(s) on roll at Bristol Cathedral Choir School (**53 places**).
7. Children by random allocation who live in Bristol postcode areas BS1 to BS16 (**17 places**).
8. Children by random allocation who live outside Bristol postcode areas BS1 to BS16 (**0 places**).

**Oversubscription Criteria**

- 1. Looked after children and previously looked after children.**

Looked after children and children who were previously looked after but immediately after being looked after became subject to an adoption, a child arrangements order, or special guardianship order (see the notes section at the end).

## **2. Probationer Chorister**

Priority will next be given to up to 8 pupils based on their membership of the Probationer Chorister programme at Bristol Cathedral. Children admitted under this criterion are not included in the 10% admitted under Music Specialism. If there are more probationer choristers seeking admission than places available then the 8 places would be randomly allocated and the remainder placed on a waiting list. The applicant's address is not taken into consideration under this criterion.

## **3. Music Specialism**

Next, 10% of the PAN will be allocated to children who have demonstrated an aptitude in our specialist subject area for music, using a music aptitude test for pitch, melody, texture and rhythm. The applicant's address is not taken into consideration under this criterion.

## **4. Staff**

Pupils who are sons / daughters of serving employees of Bristol Cathedral Choir School. This will include all staff, full and part-time working 28 hours or more per week during term- time and who have been employed permanently at the school for two or more years at the time at which the application for admission to the school is made, and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. The applicant's address is not taken into consideration under this criterion.

## **5. Feeder School**

Priority will be given to children who are on the roll of Cathedral Primary School, as the designated feeder school for Bristol Cathedral Choir School. The applicant's address is not taken into consideration under this criterion.

## **6. Siblings**

Pupils who, on the date of application, will have a sibling on roll at Bristol Cathedral Choir School (Year 7 to Year 11). The term "sibling" means a full, half, adopted, step brother or sister, but not cousins or other family members. A sibling must be living permanently with the applicant at the same address at the date of their application. The school may require proof of relationship and/or proof of residence. The applicant's address is not taken into consideration under this criterion.

## **7. Random Allocation**

Random allocation will be used as a tie-break to decide the remainder of the places until all 150 have been filled from any of the following Bristol postcode areas from BS1 to BS16.

In the event of any places still available these will be allocated by random allocation to those applicants living outside of the above postcode areas. This process will be independently verified.

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

Once you have received the official paperwork from your local authority which provides the reason

why your child's application has been unsuccessful, please respond by the deadline requested. If you decide to appeal you will need to complete the BCCS appeal proforma with **your reasons in writing**. An appeal cannot be set up without your reasons in writing. The appeal pro forma is available from the school website: <http://bccs.bristol.sch.uk/admissions/appeals>

You will need to submit the appeal pro forma to the school by the deadline of **Friday 1st May 2020**. 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** or email it to [admissions@cathedralschoolstrust.org](mailto:admissions@cathedralschoolstrust.org)

Appeals will not be accepted from applicants who:

- Did not name Bristol Cathedral Choir School on the common application form (CAF).
- Have been offered a higher preference i.e. a school that was placed higher on the CAF than the preference for Bristol Cathedral Choir School.

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

Democratic Services at Bristol City Council is employed by the admission authority to administer and conduct appeals for BCCS. They will organise an independent appeal panel which consists of 3 people with no prior connection to BCCS; a Chair, a Lay person 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 2020 appeals for BCCS are scheduled to commence from **Monday 1st June 2020**. Stage 1 will take place on this date and you will receive notification in writing from Democratic Services with a date and time for your individual appeal hearing (Stage 2).

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

Appeals for BCCS will be heard at Bristol City Council, City Hall, College Green, Bristol BS1 5TR.

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

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

You will receive written notification of the outcome of your appeal within five school days of the hearing, wherever possible.

### **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 either the school via [admissions@cathedralschoolstrust.org](mailto:admissions@cathedralschoolstrust.org) or Democratic Services via [school.appeals@bristol.gov.uk](mailto:school.appeals@bristol.gov.uk)

### **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.

### **Waiting List**

Cathedral Schools Trust is the admission authority for BCCS and maintains the waiting list. The waiting list will consist of applicants who have requested via the local authority to be put on the waiting list, those who lodge an appeal, or late applications. The waiting list is ranked in line with the oversubscription criteria, in order of priority. Late applicants who are 'looked after' or 'previously looked after' will be considered a higher priority than any on time applications. Where a place becomes available and there is no higher priority based on the oversubscription criteria to allocate, 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 declined a place offered under the 10% music aptitude criterion will be replaced from the next highest ranked applicant from the music specialism waiting list.

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

- Read the admission arrangements so that you understand how places have been allocated.

- Send in your Appeal Pro Forma on time – **by Friday 1st May 2020.**
- Think about your child's needs.
- Find out about BCCS and the school you have been offered.
- Decide what is unique about BCCS in terms of meeting your child's needs.
- Prepare your case.
- Backup your points with evidence – simply stating your child lives locally, has friends at the school or has always wanted to attend BCCS is not evidence.

### **What are the appeal statistics for the last 5 years?**

2019 Admission: 39 appeals heard; 3 were upheld.

2018 Admission: 55 appeals heard, 3 were upheld.

2017 Admission: 43 appeals heard, 5 were upheld.

2016 Admission: 48 appeals heard, 5 were upheld.

2015 Admission: 54 appeals heard, 4 were upheld.

### **What is the net capacity at BCCS?**

The Department for Education (DfE) has confirmed that academies are not subject to the requirements on net capacity that are imposed upon maintained schools. The DfE agreed the admission limit with the sponsor as part of the funding agreement.

If you require any further information please contact the Admissions Officer via email [admissions@cathedralschoolstrust.org](mailto:admissions@cathedralschoolstrust.org) or telephone 0117 353 5016.

*This guidance is based on the published admission arrangements for Trinity Academy 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)*



## **Allocation Statement for Bedminster Down School - September 2020**

As Bedminster Down School is oversubscribed, the criteria stated in their published admissions policy available on the Academy and Local Authority websites have been applied to allocate the places that are available at the Academy.

436 on-time applications (218 first preferences, 140 second preferences and 78 third preferences) have been received for Bedminster Down School which has an admission number of 216.

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

1 place is required for a child where the Academy is named in their Education, Health and Care Plan.

The remaining 215 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 attending Cheddar Grove or Wansdyke Primary Schools. **(59 places)**
3. Those children living within the area of first priority for Bedminster Down School, with siblings of statutory school age attending the Academy, who will still be on roll in September 2020. **(33 places)**
4. Those children who live within the area of first priority for Bedminster Down School. **(45 places)**
5. 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 2020. **(21 places)**
6. Those children living outside the area of first priority for Bedminster Down School who live closest to the Academy as measured in a direct line from the home address to the Academy. **(57 places)**

The furthest distance offered a place in this category was **2.376 km**.

## **2<sup>nd</sup> Round Allocation**

As at the 1st May 2020 **2** places had become available for reallocation at the Academy. At this stage **38** applicants were still pursuing a place at the Academy. The published admissions criteria were applied and the places were offered as follows –

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 attending Cheddar Grove or Wansdyke Primary Schools. (**1 place**)
3. Those children living within the area of first priority for Bedminster Down School, with siblings of statutory school age attending the Academy, who will still be on roll in September 2020. (**1 place**)

The furthest distance offered a place in this category was **0.886 km**.

**Letter of Appeal – Bedminster Down 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 within 10 days of your refusal notification to: School Admissions (City Hall), PO Box 3399, 100 Temple Street, BRISTOL, BS1 9NE. Alternatively email a scanned version of this form (or a similar document containing all of the requested information) to [school.admissions@bristol.gov.uk](mailto:school.admissions@bristol.gov.uk)**



## HIGH STANDARDS, HIGH ASPIRATIONS, HIGH EXPECTATIONS

### Allocation Statement for BRISTOL METROPOLITAN ACADEMY – September 2020 – 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 2020 – 2021' have been applied to allocate the places that are available at the school.

468 on-time applications (244 first preferences, 136 second preferences and 88 third preferences) have been received for Bristol Metropolitan Academy which has a published admission number of 180. The school has breached the admission number for Year 7 in September 2020 to 220.

3 places are required for children with the school named in their Education, Health and Care Plan.

This left 217 places to allocate using the published criteria.

### How the Initial Allocation of Places was made

The **217 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. **(6 places)**
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 2020. **(49 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. **(142 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 2020. **(18 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. **(2 places)**  
The furthest distance offered a place in this category was **1.130 km**.



## HIGH STANDARDS, HIGH ASPIRATIONS, HIGH EXPECTATIONS

### Please see below for details of subsequent rounds of allocation

#### 2<sup>nd</sup> Round Allocation

As at the 3<sup>rd</sup> May 2020 2 places had become available for reallocation at the school. At this stage 65 applicants were still pursuing a place at the school. The school's published admissions criteria were applied and the places were offered as follows;

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. **(0 places)**
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 2020. **(1 place)**
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. **(1 place)**

The furthest distance offered a place in this category was **0.246 km**.

**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 within 10 days of your refusal notification to: School Admissions (City Hall), PO Box 3399, 100 Temple Street, BRISTOL, BS1 9NE. Alternatively email a scanned version of this form (or a similar document containing all of the requested information) to [school.admissions@bristol.gov.uk](mailto:school.admissions@bristol.gov.uk)**

## **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 3<sup>rd</sup> May 2019. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 3<sup>rd</sup> May 2019.

Appeals are normally held at City Hall, College Green, 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:

- i) Presentation of the case by the parent/carer
- ii) Questioning by the Appeal Panel/representative of the Admission Authority
- iii) 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 Free School  
Concorde Drive  
Bristol BS10 6NJ

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

Headteacher: Mrs S. King

### Allocation Statement for Bristol Free School - September 2020

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 200, and remains 200. But in anticipation of families in the APA who also seek places in the independent sector, the school has agreed to Bristol City Council "over offering" by 24 places in the first round only. This is to avoid the large number of students with BFS as a preference being needlessly disappointed in the first round. The criteria stated in Bristol Free School's admissions policy have been applied to allocate the 224 offers of places at the School in the first round. Any places, including those over 200, accepted in the first round, will be admitted by the school in September 2020

A total of **566 (252 x 1<sup>st</sup> Prefs, 197 x 2<sup>nd</sup> Prefs, 117 x 3<sup>rd</sup> Prefs)** on-time applications were received for Bristol Free School. 2 places are required for children with an Education Health & Care Plan (EHCP) whose needs can be met at the school. This left 222 places to offer 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 2020.

BFS Admissions criteria 2020 - "This admissions policy applies to parents seeking admission for their children from September 2020 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.	1
2. 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.	76
3. 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), centered upon, the BS9 area, modified to incorporate the area close to the school. i. 20% of the available in the APA 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. <b>The furthest distance offer made under this category was 0.738km</b>	29
ii. 80% of the available places in the APA 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. <b>The furthest distance offer made under this category was 1.417km</b>	116
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



On 11<sup>th</sup> March 2020 it was discovered that a pupil meeting the School's 'Founding Sibling' criteria should have been offered a place. The school moved quickly to rectify this oversight and asked that a place be offered immediately.

## 2<sup>nd</sup> Round Allocation

As at 9<sup>th</sup> April 2020 26 places had become available for reallocation. At this stage there were 108 applicants still waiting. The School's admission criteria were applied and the places were offered as follows;

BFS Admissions criteria 2020 - "This admissions policy applies to parents seeking admission for their children from September 2020 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.	0
2. 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.	1
3. 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), centered upon, the BS9 area, modified to incorporate the area close to the school. i. 20% of the available in the APA 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. <b>The furthest distance offer made under this category was 817m</b>	5
ii. 80% of the available places in the APA 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. <b>The furthest distance offer made under this category was 1.633km</b>	20
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



**Colston's  
Girls' School**  
Simply Outstanding

## **COLSTON'S GIRLS' SCHOOL SECOND ROUND ALLOCATION STATEMENT Year 7 2020/2021**

### **Second Round:**

As Colston's Girls' School remained oversubscribed, the criteria set out in the Academy's published Admissions Policy has been applied to allocate the places that are available.

194 girls have outstanding applications for Colston's Girls' School which has a Published Admission Number of 140.

16 places became available to allocate in the second round.

### **How the Second Round Allocation of Places was made:**

All 16 places have been offered to applicants by random allocation.

## **ADMISSION PROCEDURES**

*(Extract from Admissions Policy 2020/2021)*

Colston's Girls' School will admit pupils with Education, Health and Care Plans where Colston's Girls' School is named in the 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:

a) **CHILDREN IN CARE**

Priority will be given to 'Looked after Children'.

The definition is a 'looked after child' or a child who was previously looked after, but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

b) **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, parent(s)/carer(s) should indicate this on the Common Application Form by the deadline of 31<sup>st</sup> October 2019.

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

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.

c) **STAFF**

Children who have a parent/carers 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.

In order to be considered under the staff criteria, parent(s)/carer(s) should indicate this on the Common Application Form by the deadline of 31<sup>st</sup> October 2019.

d) **PUPILS CURRENTLY AT THE DOLPHIN SCHOOL**

Female pupils currently attending The Dolphin School.

In order to be considered under this criteria, parent(s)/carer(s) should indicate this on the Common Application Form by the deadline of 31<sup>st</sup> October 2019.

e) **RANDOM ALLOCATION –**

Places will be allocated by Random Allocation. This process will be independently verified in conjunction with the local authority.

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

(ii) 25% of these places will be offered to an outer catchment area which will include all addresses in 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 living outside the above areas, detailed in e).

## **Allocation Statement for Cotham School - September 2020**

As Cotham School is oversubscribed, the admissions criteria published on the School and Local Authority website have been applied to allocate the places that are available at the Academy.

679 on-time applications (175 first preferences, 239 second preferences and 265 third preferences) have been received for Cotham School which has an Admission Number of 243.

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

1 place was offered to children with Special Educational Needs where the Education Health & Care Plan names Cotham School.

The remaining 242 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 Years 8-11 in September 2020 **(41 places)**
3. Those children who live within the area of first priority for Cotham School **(78 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 Years 8-11 in September 2020 **(62 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 **(61 places)**

The furthest distance offered a place in this category was **2.093 km**.

## **2<sup>nd</sup> Round allocation**

As at 9<sup>th</sup> April 2020 **10** places had become available at the school for reallocation. At this stage there were 73 applicants still waiting for a place. The school's published admissions criteria was used to allocate the places as follows;

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 Years 8-11 in September 2020 (**3 places**)

Those children who live within the area of first priority for Cotham School (**7places**)

The furthest distance offered a place in this category was **2.059 km**.

## **Allocation Statement for FAIRFIELD HIGH SCHOOL – September 2020 – First Round**

As Fairfield High 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 2020-2021' have been applied to allocate the places that are available at the school.

571 on-time applications (188 first preferences, 204 second preferences and 179 third preferences) have been received for Fairfield High School which has a published admission number of 216.

6 places are required for children with the school named in their Education, Health and Care Plan.

This left 210 places to allocate using the published criteria.

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

The **210 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. **(0 places)**
2. Children who have exceptional social or medical needs. **(0 places)**
3. Those children living within the area of first priority for Fairfield High School, with siblings of statutory school age attending the school, who will still be on roll in September 2020. **(37 places)**
4. Children who live within the area of first priority for Fairfield High School, who live closest to the school as measured in a direct line from the home address to the school. **(126 places)**
5. Children of Excalibur employees employed at the academy on a permanent, minimum 40% Full Time Equivalent contract with the Trust for two or more years at the time at which the application for admission is made or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage. **(1 place)**
6. Those children living outside the area of first priority for Fairfield High School with siblings of statutory school age attending the school, who will still be on roll in September 2020. **(25 places)**
7. Children who live outside the area of first priority for Fairfield High School, who live closest to the school as measured in a direct line from the home address to the school. **(21 places)**

The furthest distance offered a place in this category was **1.192 km**

### **An International Academy**

Principal: **Ms Catriona Mangham BA Hons**  
Excalibur Academies Trust: a company limited by guarantee  
Registered in England: Company Number: 08146633  
Registered Office: Granham Hill, Marlborough, Wiltshire SN8 4AX



**Please see below for details of subsequent rounds of allocation**

**2<sup>nd</sup> Round Allocation**

As at the 3<sup>rd</sup> May 2020 **3** places had become available for reallocation at the school. At this stage 55 applicants were still pursuing a place at the school. The school's published admissions criteria were applied and the places were offered as follows;

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. **(0 places)**
2. Children who have exceptional social or medical needs. **(2 places)**
3. Those children living within the area of first priority for Fairfield High School, with siblings of statutory school age attending the school, who will still be on roll in September 2020. **(1 place)**

The furthest distance offered a place in this category was **0.476 km**.

After the 2<sup>nd</sup> Round Allocation following places had become available for reallocation at the school. The school's published admissions criteria were applied and the places were offered as follows:

**3rd June 2020– x1** – child living within the area of first priority with sibling who will still be on roll in September 2020 – furthest distance offered – **2.11 km**.

**An International Academy**

Principal: **Ms Catriona Mangham** BA Hons  
Excalibur Academies Trust: a company limited by guarantee  
Registered in England: Company Number: 08146633  
Registered Office: Granham Hill, Marlborough, Wiltshire SN8 4AX





**Fairfield  
High School**  
*Achieving Excellence*

**Letter of Appeal – Fairfield High 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 within 10 days of your refusal notification to: School Admissions (City Hall), PO Box 3399, 100 Temple Street, BRISTOL, BS1 9NE. Alternatively email a scanned version of this form (or a similar document containing all of the requested information) to [school.admissions@bristol.gov.uk](mailto:school.admissions@bristol.gov.uk)**

## **School Appeals Guidance Notes for Fairfield High 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 3<sup>rd</sup> May 2019. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 3<sup>rd</sup> May 2019.

Appeals are normally held at City Hall, College Green, 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)

## **Allocation Statement for Oasis Academy Brislington - September 2020**

As Oasis Academy Brislington became oversubscribed, the criteria stated in their published admissions policy available on the Academy and Local Authority websites have been applied to allocate the places that are available at the Academy.

As at the cut-off date of April 9<sup>th</sup> there were 13 applicants pursuing a place at the Academy. 1 place was available to allocate and was offered as follows -

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 with siblings of statutory school age attending the Academy, who will still be on roll in September 2020. **(1 place )**

## Letter of Appeal – Oasis Academy Brislington

### 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 within 10 days of the refusal notification to: School Admissions (City Hall), PO Box 3399, 100 Temple Street, BRISTOL, BS1 9NE. Alternatively email a scanned version of this form (or a similar document containing all of the requested information) to [school.admissions@bristol.gov.uk](mailto:school.admissions@bristol.gov.uk)**

## **Allocation Statement for Oasis Academy John Williams - September 2020**

As Oasis Academy John Williams is oversubscribed, the criteria stated in their published admissions policy available on the Academy and Local Authority websites have been applied to allocate the places that are available at the Academy.

468 on-time applications (243 first preferences, 135 second preferences, 90 third preferences) have been received for Oasis Academy John Williams which has an admission number of 162.

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

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

1 place is required for a child where the Academy is named in their Education, Health and Care Plan.

The remaining 179 places have been allocated to the following children:

1. Those children who are defined as 'Children in Care' at the time of the application; 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. **(5 places)**
2. Those children with siblings 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 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. **(69 places)**
3. Those children who live the nearest by direct line distance from the Academy within the area of first priority. **(105 places)**

The furthest distance offered a place in this category was **1.403 km**.

### **2<sup>nd</sup> Round Allocation**

As at the 1st May 2020 **2** places had become available for reallocation at the Academy. At this stage **60** applicants were still pursuing a place at the Academy. The published admissions criteria were applied and the places were offered as follows –

1. Those children who are defined as 'Children in Care' at the time of the application; 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 with siblings 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 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. **(2 places)**

## 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 within 10 days of the refusal notification to: School Admissions (City Hall), PO Box 3399, 100 Temple Street, BRISTOL, BS1 9NE. Alternatively email a scanned version of this form (or a similar document containing all of the requested information) to [school.admissions@bristol.gov.uk](mailto:school.admissions@bristol.gov.uk)**

## Allocation Statement for REDLAND GREEN SCHOOL - September 2020 First Round

As Redland Green School is oversubscribed, the admissions criteria published on the School and Local Authority website have been applied to allocate the places that are available at the school.

**893** on-time applications (**374** first preferences, **306** second preferences and **213** third preferences) have been received for Redland Green School which has a published admission number of 216. The school has breached the admission number for Year 7 in September 2020 to 232.

**1** place was required for a child with the school named in their Education, Health and Care Plan.

This left **231** places to allocate using the published criteria.

### How the Initial Allocation of Places was made

The **231 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. (**2 places**)
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 2020. (**100 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. (**129 places**)

The furthest distance offered a place in this category was **900m**.



# REDLAND GREEN SCHOOL BRISTOL

## 2<sup>nd</sup> Round Allocation

As at 9<sup>th</sup> April 2020 19 places had become available at Redland Green School. At this point 144 applicants were still waiting for a place at the school. The schools published admissions criteria were applied and the places were offered to the following;

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. **(19 places)**

The furthest distance offered a place in this category was **999m**.



Redland Green School, Redland Court Road, Bristol, BS6 7EH

E-mail: [info@redlandgreen.bristol.sch.uk](mailto:info@redlandgreen.bristol.sch.uk) | Web: [www.redlandgreen.bristol.sch.uk](http://www.redlandgreen.bristol.sch.uk) | T: 0117 353 3200 | F: 0117 353 3199

Redland Green School is a company limited by guarantee and registered in England. Company Number: 8203318



# 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 2020**

302 on-time applications (92 first preferences, 133 second preferences, 77 third preferences) were received for St Bernadette Catholic Secondary School which has a Published Admission Number of 150. As the school was oversubscribed, applications were ranked in accordance with the admission Policy 2020 - 2021

### **How the initial allocation of places was made for the first round**

One place was reserved for a child with an Education, Health & Care Plan. The remaining 149 places were offered to the following children:

Baptised Catholic children (42 places)

Looked after children (6 places)

Eastern Christians (5 places)

Children with a brother or sister who will be attending St Bernadette Catholic Secondary School at the time of admission (30 places)

Children of other Christian denominations (23 places)

Children of non-Christian traditions (2 place)

Others (41 places)

### **How the allocation of places was made for the second round**

Five places had become available for the second round of allocation. One place was reserved for a child with an Education, Health & Care Plan. The late applications were ranked in accordance with the Admissions Policy 2020 -2021. The Local Authority were instructed to offer places to the following children:

Baptised Catholic children (2 places)

Looked after children (1 place)

Sibling (1 place)



# 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)

## APPEAL - ACADEMIC YEAR 2020 - 2021

If a child is refused a place, parents can appeal against the decision. Parents must submit information and evidence to support their appeal to the school. This must be done within 21 days from the date of notification that the application has been unsuccessful. If parents submit anything after the deadline, it might not be considered and may result in delays to the appeal hearing.

This form can be used when submitting information and evidence to the school and should be returned to the school by post or via email to [info@stberns.bristol.sch.uk](mailto:info@stberns.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 2020**

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

The 216 places have been offered to the following children:

Group

	Children with an Education, Health Care Plans (EHCP)	4
A	Church applicants who are Looked After Children or previously Looked after Children	9
B1	Church Applicants	187
B2	Church Applicants	0
B3	Church Applicants	0
C	Looked After Children or previously Looked after Children	4
D	Local applicants – up to 16 places	12
E	Faiths other than Christian - up to 4 places	0
F	Other Applicants	0

**Second round of offers:**

Since the first round of offers in March, 5 places have become available across the groups and have been allocated according to our admissions policy to bring our numbers back to 216. As per our policy we are unable to split distances and so we have offered 1 over number in group D – Local to make our new total 217.

Group

	Children with an Education, Health Care Plans (EHCP)	6
A	Church applicants who are Looked After Children or previously Looked after Children	3
B1	Church Applicants	193
B2	Church Applicants	0
B3	Church Applicants	0
C	Looked After Children or previously Looked after Children	4
D	Local applicants – up to 16 places	11
E	Faiths other than Christian - up to 4 places	0
F	Other Applicants	0



**TRINITY  
ACADEMY**

## **ALLOCATION STATEMENT FOR ENTRY TO YEAR 7 2020**

Trinity Academy is a secondary free school and part of Cathedral Schools Trust (CST) who is the admission authority. The school was established in response to the need for secondary school places in Bristol and aims to provide the very best educational outcomes for all our students by offering a broad and balanced curriculum with a focus on preparation for working life as well as music and performing arts. Trinity Academy is part of the coordinated admissions scheme with Bristol City Council.

### **Why has my child been unsuccessful in gaining a place at Trinity Academy?**

Trinity Academy has received **314** on-time applications for the 120 places available and is therefore unable to offer places to every applicant who applied.

### **How have the 120 places been allocated for year 7 2020?**

**3** places have been reserved at the request of the SEN team for children with an Education, Health and Care Plan (EHCP).

The remaining **117** places have been allocated by applying the oversubscription criteria, in order of priority, as set out in the published admission arrangements 2020/21 for the 1<sup>st</sup> round of allocation:

- 'Looked after' children or 'previously looked after' children (**3 places**).
- Feeder School (**23 places**).
- Siblings (**3 places**)
- Music Specialists (**12 places**).
- Inner Priority Area (**19 places**)
- Outer Priority Area (**38 places**)
- Out of Priority Area (**19 places**)

## **2nd ROUND ALLOCATION STATEMENT FOR ENTRY TO YEAR 7 2020**

Following the outcome of secondary school places on National Offer Day on March 1st, **48** applicants were included on the waiting list. This included those who requested to go on the waiting list, those who changed their preferences and those who applied late (applications received after 31st October 2019 were not included in the first round).

All year 7 places were offered in accordance with the Trinity Academy admission arrangements 2020/21 and as part of the coordinated admissions scheme with Bristol City Council. The waiting list was re ranked against the admissions criteria, in order of priority, which included a fresh round of random allocation. Remaining unsuccessful applicants were drawn randomly and placed on to the waiting list.

### **Why has my child been unsuccessful in gaining a place at Trinity Academy in the 2nd round of allocation?**

Trinity had **4** places to re-offer. 1 place was offered to a child who qualified as feeder school, the remaining 3 places were offered by random allocation under criterion 5b of the admission arrangements.

### **How have the 120 places been allocated in the 2nd round for year 7 2020?**

*Information correct as of 27th April 2020*

**2** places have been reserved at the request of the SEN team for children with an Education, Health and Care Plan (EHCP). The remaining **118** places have been allocated by applying the oversubscription criteria, in order of priority, as set out in the published admission arrangements 2020/21 for the 1<sup>st</sup> round of allocation (*a full copy of the admission arrangements is available to view on the school website*):

- 'Looked after' children or 'previously looked after' children (**3 places**).
- Feeder School (**23 places**).
- Siblings (**3 places**)
- Music Specialists (**12 places**).
- Inner Priority Area (**19 places**)
- Outer Priority Area (**39 places**)
- Out of Priority Area (**19 places**)



**TRINITY  
ACADEMY**

**YEAR 7 2020 APPEAL GUIDANCE - BEFORE COMPLETING AN APPEAL FORM WE ADVISE YOU TO READ ALL PAGES IN THIS DOCUMENT**

As a parent/carer you have expressed a preference to your home local authority regarding the school you would like your child to attend. However, if the year group applied for is oversubscribed and has reached its published admission number (PAN), the admission authority may not be able to meet your preference. Compliance with your preference would “prejudice the provision of efficient education or the efficient use of resources” at the school. Under the Education Act a parent/carer has the right to appeal against the decision to refuse their child a place at a school for which they have applied for.

Trinity Academy has an admission number of 120 and has received **314** on time applications for the academic year 2020/21. In the first allocation round, all **120** places have been offered against the oversubscription criteria, in order of priority, as set out in the published admission arrangements 2020/21. A full copy of the admission arrangements, including our map of priority areas can be viewed on the website; <http://www.trinityacademybristol.org/>

**How have the 120 places been allocated for year 7 2020?**

**3** places have been reserved at the request of the SEN team for children with an Education, Health and Care Plan (EHCP).

The remaining **117** places have been allocated by applying the oversubscription criteria, in order of priority, as set out in the published admission arrangements 2020/21 for the 1<sup>st</sup> round of allocation:

- ‘Looked after’ children or ‘previously looked after’ children (**3 places**).
- Feeder School (**23 places**).
- Siblings (**3 places**)
- Music Specialists (**12 places**).
- Inner Priority Area (**19 places**)
- Outer Priority Area (**38 places**)
- Out of Priority Area (**19 places**)

**Oversubscription Criteria**

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to an adoption, a child arrangements order, or special guardianship order (see the notes section at the end).

2. Priority will be given to children who are on the roll of Stoke Park Primary School, which is a designated feeder school for Trinity Academy.
3. Priority will be given to pupils who, on the date of application, will have a sibling on roll at Trinity Academy. The term “sibling” means a full, half, adopted, step brother or sister, but not cousins or other family members. A sibling must be living permanently with the applicant at the same address at the date of their application. The school may require proof of relationship and/or proof of residence.
4. Next, 10% of the PAN will be allocated to children who have demonstrated an aptitude in our specialist subject area for music, using a music aptitude test for pitch, melody, texture and rhythm. The applicant’s address is not taken into consideration under this criterion.
5. Places will be allocated to the inner and outer priority areas as follows:
  - a. 25% of the remaining places will first be randomly allocated to children living within the inner priority area. (Area shaded in blue on the map; children living on the boundary line will be considered to be living within the inner priority area).
  - b. Any remaining places will be randomly allocated to children living within the outer priority area (Area shaded in pink on the map, which is for guidance only; children permanently resident at addresses beginning within any of the following postcodes; BS1 1, BS1 2, BS1 3, BS1 4, BS1 5, BS1 6, BS2 8, BS2 9, BS6 5, BS6 6, BS6 7, BS7 8, BS8 1).
6. If there are any places remaining after places have been allocated to both priority areas, places will next be allocated to children living outside the priority areas via random allocation.

(See notes for definition of priority area and map at the end of this policy)

### How do I appeal for a place at Trinity Academy?

Once you have received the official paperwork from your local authority which provides the reason why your child’s application has been unsuccessful, please respond by the deadline requested. If you decide to appeal you will need to complete the Trinity Academy appeal proforma with **your reasons in writing**. An appeal cannot be set up without your reasons in writing. The appeal proforma is available from the school website:

<http://www.trinityacademybristol.org/admissions/key-information/>

You will need to submit the appeal proforma to the school by the deadline of **Friday 1st May 2020**. You may include any additional information which you feel is relevant to your appeal with this form and return it to: **Admissions, Cathedral Schools Trust, College Square, Bristol, BS1 5TS** or email it to [admissions@trinityacademybristol.org](mailto:admissions@trinityacademybristol.org)

Appeals will not be accepted from applicants who:

- Did not name Trinity Academy on the common application form (CAF).
- Have been offered a higher preference i.e. a school that was placed higher on the CAF than the preference for Trinity Academy.

### How does the appeal process work?

Democratic Services at Bristol City Council is employed by the admission authority to administer and

conduct appeals for Trinity Academy. They will organise an independent appeal panel which consists of 3 people with no prior connection with Trinity Academy; a Chair, a Lay person 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?**

Trinity Academy 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 2020 appeals for Trinity Academy are scheduled to take place on **Thursday 25th and Friday 26th June 2020**. Stage 1 will take place at 10am on Thursday 25th June and you will receive notification in writing from Democratic Services with a date and time for your individual appeal hearing (Stage 2).

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

Appeals for Trinity Academy will be heard at Bristol City Council, City Hall, College Green, Bristol BS1 5TR.

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

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

You will receive written notification of the outcome of your appeal within five school days of the hearing, wherever possible.

### **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 Trinity Academy.

### **What if I change my mind about appealing?**

Cathedral Schools Trust Admissions March 2020

If, at any time, you want to withdraw your appeal or remove your child's name from the waiting list, please inform either [admissions@trinityacademybristol.org](mailto:admissions@trinityacademybristol.org) or Democratic Services via email at [school.appeals@bristol.gov.uk](mailto:school.appeals@bristol.gov.uk)

### **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 Trinity Academy 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.

### **Waiting List**

Cathedral Schools Trust is the admission authority for Trinity Academy and maintains the waiting list. The waiting list will consist of applicants who have requested via the local authority to be put on the waiting list, those who lodge an appeal, or late applications. The waiting list is ranked in line with the oversubscription criteria, in order of priority. Late applicants who are 'looked after' or 'previously looked after' will be considered a higher priority than any on - time applications. Where a place becomes available and there is no higher priority based on the oversubscription criteria to allocate, 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 declined a place offered under the 10% music aptitude criterion will be replaced from the next highest ranked applicant from the music specialism waiting list.

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

- Read the admission arrangements so that you understand how places have been allocated.
- Send in your Appeal Pro Forma on time – **by Friday 1st May 2020.**
- Think about your child's needs.
- Find out about Trinity Academy and the school you have been offered.
- Decide what is unique about Trinity Academy in terms of meeting your child's needs.
- Prepare your case.
- Backup your points with evidence – simply stating your child lives locally, has friends at the school or has always wanted to attend Trinity Academy is not evidence.
- 

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

2019 Admission: 2 appeals heard; none upheld.

**Further Information** [admissions@trinityacademybristol.org](mailto:admissions@trinityacademybristol.org) or telephone 0117 353 5080.

*This guidance is based on the published admission arrangements for Trinity Academy 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)*



**CATHEDRAL  
SCHOOLS  
TRUST**



**TRINITY  
ACADEMY**

**APPEAL PRO FORMA - YEAR 7 2020 ENTRY**

I wish to appeal against the decision to refuse my child a place at Trinity Academy

Name of Child	
Date of Birth	
Address of Child	
Name of Parent/carer	
Contact telephone number	
Parent/carer email address	
Please set out the reason(s) for your appeal, in writing below. Please note an appeal cannot be set up without <u>written</u> reasons. (Continue on a separate sheet/s if required)	
Signature of parent/carer	
Dated	
Please complete and return this form by <b>Friday 1st May 2020</b> to Admissions, Cathedral Schools Trust %, College Square, Bristol, BS1 5TS or email; <a href="mailto:admissions@trinityacademybristol.org">admissions@trinityacademybristol.org</a>	