COLSTON’S GIRLS’ SCHOOL ALLOCATION STATEMENT
Year 7 2019/2020

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

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

Why your daughter has not been offered a place at Colston’s Girls’ School:
The reason why your daughter has not been offered a place at Colston’s Girls’ School is because there were more applications than places available. The admission number is published every year in our Admissions Arrangements, and in the Local Authority’s “A guide for parents and carers on applying for a secondary school place for the school year 2019-20”, and on the Colston’s Girls’ School website.

Our allocation of Year 7 places for September 2019:
The school received a total of 882 on-time applications and a further 16 applications received after the deadline of 31st October 2018. The School’s PAN for Year 7 is 168.

No places have been reserved for children with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP).

All 168 available places have been allocated by applying the published oversubscription criteria, in order, as set out in the Admission Arrangements 2019/2020 for the first round of allocation:

Places were allocated as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicants with SEN/EHCP</td>
<td>0</td>
</tr>
<tr>
<td>Looked After Children</td>
<td>4</td>
</tr>
<tr>
<td>Siblings</td>
<td>36</td>
</tr>
<tr>
<td>Staff</td>
<td>2</td>
</tr>
<tr>
<td>Children currently at The Dolphin School</td>
<td>19</td>
</tr>
<tr>
<td>Random Allocation</td>
<td>107</td>
</tr>
</tbody>
</table>

Late applicants (defined as applications received after the deadline for receipt of the Common Application Form of 31st October 2018) will be considered after the first round of random allocation. Late applications will be considered under 5.1 f) only.
**ADMISSION PROCEDURES**

*(Extract from Admissions Policy 2019/2020)*

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 168, applications will be considered against the criteria as set out in order below:

5.1 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 31st October 2018.

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

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 31st October 2018.
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 31st October 2018.

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 5.1 e).
Colston’s Girls’ School

APPEALS PROCEDURE

ADMISSIONS 2019/2020
THE APPEAL HEARING

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

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

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

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

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

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

ADMISSION CRITERIA AND WAITING LIST INFORMATION

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

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

The School received 882 applications for the 168 places that are available for Year 7 entry in September 2019.

Please note that all the 168 places available have been offered. If places become available after the “national offer day”, these will be offered in accordance with the published admissions criteria, to those on the waiting list. We are unable to offer more than the 168 places available.

THE ADMISSION CRITERIA (Year 7)

Extract from Colston’s Girls’ School Admissions Policy 2019/2020:

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f) REMAINING PLACES
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WAITING LIST

All applicants who have not been offered a place, and notified their local education authority that they wish to go on the school’s waiting list, will remain on the reserve list until 1 September 2019.

After 1 September 2019, all applicants may contact the school direct for their daughter’s name to be added to the casual waiting list for an in-year admission.

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

If you require any further information regarding the School Admissions procedure, please read the Admissions Policy 2019/2020 which is available from the School website; www.colstonsgirls.org.

FOR PARENTS WHO WISH TO APPEAL

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

Completed appeal forms must be received at the School’s address by the closing date Friday 17th May 2019.

The appeals will be heard in private by an Independent Appeal Panel during the week commencing 24th June 2019. The Clerk to the Appeal Panel will notify you of the date and time of your appointment.

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

Late appeals will only be considered in VERY exceptional circumstances.

Parents who wish to appeal should complete the following Appeal Form. This should then be detached and sent to: The Clerk to the Appeal Panel
c/o Colston’s Girls’ School
Cheltenham Road
Bristol BS6 5RD
Email: admissions@colstonsgirls.org
# REQUEST FOR AN ADMISSION APPEAL

YEAR 7 2019/2020

## Details of Parent of Carer

<table>
<thead>
<tr>
<th>Full Name of Parent/Carer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Address of Parent/Carer:</td>
</tr>
<tr>
<td>Telephone Numbers:</td>
</tr>
<tr>
<td>Home:</td>
</tr>
<tr>
<td>Mobile:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
</tbody>
</table>

## Details of Child for whom you are Appealing

| Full Name of Child: |
| Date of Birth of Child: |

## Attendance at an Appeal Hearing

| Do you wish to attend a hearing of your Appeal? | YES / NO |
| Do you intend to be represented at a hearing or accompanied by a friend? | YES / NO |
| If YES, please give details: |
| Name of representative/friend: |
| Will the representative/friend be translating during the appeal? | YES / NO |
**Reasons for Appeal**

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

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

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

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

**Declaration**

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

<table>
<thead>
<tr>
<th>Signed:</th>
<th>Date:</th>
</tr>
</thead>
</table>

This form must be returned to:
The Clerk to the Appeals Panel, c/o Colston’s Girls’ School, Cheltenham Road, Bristol, BS6 5RD by Friday 17th May 2019