**Allocation Statement for Cotham School - September 2019**

As Cotham School is oversubscribed, the criteria stated in the booklet ‘A guide for parents and carers on applying for a secondary school place for the school year 2019-2020’ have been applied to allocate the places that are available at the Academy.

702 on-time applications (149 first preferences, 276 second preferences and 277 third preferences) have been received for Cotham School which has an Admission Number of 243.

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

5 places were offered to children with Special Educational Needs where the Education Health & Care Plan names Cotham School.

The remaining 238 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. (1 place)

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 2019 (16 places)

3. Those children who live within the area of first priority for Cotham School (81 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 2019 (53 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 (87 places)

The furthest distance offered a place in this category was **2.146 km.** There were a number of children living in the same block of flats with this home to school distance. In accordance with the school’s Published Admissions Criteria the allocation of places was decided by a random draw witnessed by a Solicitor.
School Appeals Guidance Notes for Cotham School

The appeal panel will take into account the reasons for your preference, and individual circumstances relating to your application. You may wish to write a further letter to the appeal panel in advance of your appeal. Any additional correspondence should be sent to School Admissions as soon as possible.

You will be given not less than 10 school days’ notice of the date, time and place of the hearing at which you can be present and speak. You can, if you wish, be accompanied by a friend who may speak for you and represent your views to the appeal panel. Parents for whom English is not the first language may wish to arrange for an interpreter to be present.

You are encouraged to attend the appeal panel meeting. If you prefer not to attend the panel will consider the case based on your written submission(s). Alternatively, a friend or representative may present the appeal on your behalf.

You may wish to write down in advance what you wish to say to the panel, and use your own notes to speak from on the day. It is important that you don’t think afterwards of something you forgot to say, or wish you had said, as the panel must not accept additional information after the appeal has been heard.

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

You are also welcome to submit additional letters of support from professionals or other parties who have been, or are currently, involved with your child. Please submit all supporting documentation by 3rd 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 3rd May 2019.

Appeals are normally held at City Hall, 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](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  Website: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)  Advice Line: 0300 0115 142
Letter of Appeal – Cotham School

Parent/Carer Contact Details – BLOCK CAPITALS

Parent/Carer Name ____________________________________________________________
Home Telephone Number _______________________________________________________
Mobile Telephone Number _____________________________________________________
Alternative Telephone Number ___________________________________________________
Email address _________________________________________________________________

Child’s Details

First Name(s): ________________________________________________________________
Surname/Family Name: _________________________________________________________
Date of Birth: _____/_____/_____
Address: ___________________________________________________________________

Reasons for Preference/Grounds for Appeal:

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

Signed (Parent/Carer): ___________________________ Date: _____/_____/_____

Please return by 3rd May 2019 to: School Admissions (City Hall), Bristol City Council, PO Box 3176, BRISTOL, BS3 9FS. Alternatively email a scanned version of this form (or a similar document containing all of the requested information) to james.britton@bristol.gov.uk