**Allocation Statement for FAIRFIELD HIGH SCHOOL – September 2019 – 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 2019-2020’ have been applied to allocate the places that are available at the school.

554 on-time applications (205 first preferences, 175 second preferences and 174 third preferences) have been received for Fairfield High School which has a published admission number of 216.

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

This left 213 places to allocate using the published criteria.

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

The 213 places have been offered to the following children:

1. Those children who are defined as Children in Care or children who were previously in care but immediately after being in care became subject to an adoption, child arrangements or special guardianship order. (1 place)

2. Children who have exceptional social or medical needs. (1 place)

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 2019. (48 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. (116 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. (0 places)

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 2019. (43 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. (4 places) The furthest distance offered a place in this category was 1.114 km.
Please see below for details of subsequent rounds of allocation

2nd Round Allocation

As at the 3rd May 2019 32 places had become available for reallocation at the school. At this stage 88 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. (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 2019. (5 places)

4. Those 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. (13 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 2019. (6 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. (7 places)

The furthest distance offered a place in this category was 1.351 km.
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 immediately 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 Denisa.akunna@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 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, 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
Advisory Centre for Education provides online leaflets and guidance for parents:
E-mail: enquiries@ace-ed.org.uk  Website: www.ace-ed.org.uk