

**28<sup>th</sup> April 2017**

**TRANSFER TO SECONDARY SCHOOL - SEPTEMBER 2017**  
**Additional Allocation Statement**

**ABBEYWOOD COMMUNITY SCHOOL**

Following the initial allocation 6 places became available to reallocate.

Abbeywood Community School's published admission criteria were applied to all outstanding applications (late applicants, appellants and those on the waiting list) to determine the allocation of the available places.

The 6 places have been offered to applicants in the following priority order:

1 Local Sibling.

5 children for whom Abbeywood Community School was indicated as a preference, who live within the consortium area for which Abbeywood Community School, Bradley Stoke Community School and Patchway Community College have equal responsibility and who live closest to Abbeywood Community School. Distances from home to school are measured in a direct line between the address point of the child's home and a central point within the main school buildings using the Local Authority's computerised mapping system. The farthest child from Abbeywood Community School offered a place under this criterion is measured at a distance of 0.670 mile from the school.

**28<sup>th</sup> April 2017**

**TRANSFER TO SECONDARY SCHOOL - SEPTEMBER 2017  
Additional Allocation Statement**

**BRADLEY STOKE COMMUNITY SCHOOL**

Following the initial allocation 5 places became available to reallocate.

Bradley Stoke Community School's published admission criteria were applied to all outstanding applications (late applicants, appellants and those on the waiting list) to determine the allocation of the available places.

The 5 places have been offered to applicants in the following priority order:

1 Local Sibling.

4 children for whom Bradley Stoke Community School was indicated as a preference, who live within the consortium area for which Abbeywood Community School, Bradley Stoke Community School and Patchway Community College have equal responsibility and who live closest to Bradley Stoke Community School. Distances from home to school are measured in a direct line between the address point of the child's home and a central point within the main school buildings using the Local Authority's computerised mapping system. The farthest child from Bradley Stoke Community School offered a place under this criterion is measured to a distance of 0.793 mile from the school.



## **Allocation Statement for BRISTOL BRUNEL ACADEMY - September 2017 – 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 2017-2018' have been applied to allocate the places that are available at the school.

480 on-time applications (238 first preferences, 147 second preferences and 95 third preferences) have been received for Bristol Brunel Academy which has a published admission number of 216. The school has breached the admission number for Year 7 in September 2017 to 232.

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

This left 227 places to allocate using the published criteria.

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

The **227 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. **(4 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 2017. **(45 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. **(139 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 2017. **(19 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. **(20 places)**

The furthest distance offered a place in this category was **1.784 km**.

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

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

As at the 25<sup>th</sup> April 2017 **5** places had become available for reallocation at the school. At this stage **59** 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. (**3 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 2017. (**2 places**)

The furthest distance offered a place in this category was **1.308 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 by 11<sup>th</sup> May to:

**School Admissions (Parkview Campus), Bristol City Council, PO Box 3176, BRISTOL BS3 9FS**

## **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 5<sup>th</sup> May 2017. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 5<sup>th</sup> May 2017.

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)



## **2<sup>nd</sup> ROUND ALLOCATION STATEMENT FOR ENTRY TO YEAR 7 2017/18**

Following the outcome of the first round allocation of places, **318** applicants were considered for a place in the 2<sup>nd</sup> round of allocation. (This included any late applicants or those who changed their preferences).

Following the outcome of the first round, BCCS had **8** places to reoffer in the second round.

The allocation of places is as follows:

3 places have been reserved at the request of the SEN team for children with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP).

The school remains oversubscribed; the waiting list was re ranked in line with the oversubscription criteria, in order, as set out in the admission arrangements 2017/18 to reallocate these 8 places.

The 147 remaining places are allocated as follows:

- 'Looked after' children or 'previously looked after' children (10 places).
- Probationer Choristers at The Cathedral (7 places).
- Music Specialists (15 places).
- Siblings (53 places).
- Medical & social (0 places).
- Son/daughter of BCCS members of staff (1 place).
- Randomly allocated (61) places)

The second round allocation of places was made, using a fresh round of random allocation and supervised by an independent person. Remaining unsuccessful applicants were drawn randomly and placed on to the waiting list. BCCS maintains its own waiting list which will remain open for the whole academic year 2017/18 and is open for any parent/carer to add their child at any time. It will be re ranked in line with the oversubscription criteria each time a new child joins the list.



BRISTOL CATHEDRAL  
CHOIR SCHOOL

### APPEAL FORM - YEAR 7 2017/18

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

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

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

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

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

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

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

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

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

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

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

Please complete and return this form by Thursday 11th May 2017 to:  
Admissions, Bristol Cathedral Choir School, College Square, Bristol. BS1 5TS



## HIGH STANDARDS, HIGH ASPIRATIONS, HIGH EXPECTATIONS

### Allocation Statement for BRISTOL METROPOLITAN ACADEMY – September 2017 – 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 2017-2018' have been applied to allocate the places that are available at the school.

344 on-time applications (146 first preferences, 118 second preferences and 80 third preferences) have been received for Bristol Metropolitan Academy which has a published admission number of 180.

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

This left 176 places to allocate using the published criteria.

### How the Initial Allocation of Places was made

The **176 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. **(4 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 2017. **(31 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. **(73 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 2017. **(27 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. **(41 places)**

The furthest distance offered a place in this category was **2.363 km**.

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



## HIGH STANDARDS, HIGH ASPIRATIONS, HIGH EXPECTATIONS

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

As at the 25<sup>th</sup> April 2017 **5** places had become available for reallocation at the school. At this stage **47** 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 2017. (**0 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. (**5 places**)

The furthest distance offered a place in this category was **0.957 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 by 11<sup>th</sup> May to:**

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## **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 5<sup>th</sup> May 2017. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 5<sup>th</sup> May 2017.

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### **Parent/Carer's Case:**

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- v) Questioning by the Appeal Panel/representative of the Admission Authority
- vi) Summing-up by the parent/carer

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### **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)



Headteacher: P.Jones

Bristol Free School  
Concorde Drive  
Bristol BS10 6NJ

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

## Allocation Statement for Bristol Free School - September 2017

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, but, in a co-ordinated effort with Bristol City Council to meet the needs of a substantially increased number of children of this age living in the north Bristol area, Bristol Free School has agreed to admit 208 students into Year 7 in September 2017. Nevertheless, Bristol Free School is oversubscribed. The criteria stated in Bristol Free School's admissions policy have been applied to allocate the places which are available at the School.

A total of 521 on-time applications were received for Bristol Free School. 5 places are required for children with the school named in their Education Health & Care Plan (EHCP). This leaves 203 places to allocate using the published criteria. The table below shows how the places have been allocated against the School's admissions criteria for the School's admissions policy 2017.

BFS Admissions criteria 2017 "This admissions policy applies to parents seeking admission for their children from September 2017 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.	3
2. Children for whom it is essential to be admitted to this school because of special circumstances to do with significant medical or social needs evidenced by written professional advice, explaining why these needs can realistically only be met by Bristol Free School.	2
3. Children who, on the date of admission, will have a sibling on the roll of the school. Sibling means a full, step, half, adopted or fostered brother or sister, but not cousin, who will be living permanently with them at the same address at the date of their entry to the school; the school may require proof of relationship. This will only apply, if at the time of entry, both siblings reside at the same address inside the defined Admissions Priority Area (APA). The exception to this is the siblings from the school's Founding Year: In accordance with the admissions policy with which the school opened, siblings of the founding year 7 will be given sibling priority regardless of where they live.	50
4. For entry into the school (normally Year7) an Admissions Priority Area (APA) will apply. The APA is a geographic area based upon the Neighbourhood Partnership Area (NPA), centred upon, the BS9 area, modified to incorporate the area close to the school. Then i. 20% of the available places will be allocated to those applicants whose home address is closest to the school. The point to which measurements will be made is the mid-point on a line drawn between the centre of the Burghill Road and Concorde Drive entrances to the school.	29
ii. 80% of the available places will be allocated to those whose home address is closest to a point defined by the mid-point at the junction of Elmlea Avenue and Rylestone Grove; this point lies close to the centre of the NPA. Available places, is defined as the number of places remaining once the number admitted under 1,2 and 3 above are subtracted from the 203 originally available. If there are surplus places available under either 4i or 4ii, they will transfer to the other category in the first instance.	118
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.	0
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." (Furthest distance offered 1.748km)	1

A Second Round reallocation of places took place on 23<sup>rd</sup> March 2017. 34 places had become available for reallocation. At this stage there were 99 applicants still pursuing places at Bristol Free School. The School's published criteria was used and the table below shows how the places have been allocated against the School's admissions criteria for the School's admissions policy 2017.

BFS Admissions criteria 2017 "This admissions policy applies to parents seeking admission for their children from September 2017 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 for whom it is essential to be admitted to this school because of special circumstances to do with significant medical or social needs evidenced by written professional advice, explaining why these needs can realistically only be met by Bristol Free School.	1
3. Children who, on the date of admission, will have a sibling on the roll of the school. Sibling means a full, step, half, adopted or fostered brother or sister, but not cousin, who will be living permanently with them at the same address at the date of their entry to the school; the school may require proof of relationship. This will only apply, if at the time of entry, both siblings reside at the same address inside the defined Admissions Priority Area (APA). The exception to this is the siblings from the school's Founding Year: In accordance with the admissions policy with which the school opened, siblings of the founding year 7 will be given sibling priority regardless of where they live.	0
4. For entry into the school (normally Year7) an Admissions Priority Area (APA) will apply. The APA is a geographic area based upon the Neighbourhood Partnership Area (NPA), centred upon, the BS9 area, modified to incorporate the area close to the school. Then i. 20% of the available places will be allocated to those applicants whose home address is closest to the school. The point to which measurements will be made is the mid-point on a line drawn between the centre of the Burghill Road and Concorde Drive entrances to the school.	1
ii. 80% of the available places will be allocated to those whose home address is closest to a point defined by the mid-point at the junction of Elmlea Avenue and Rylestone Grove; this point lies close to the centre of the NPA. Available places, is defined as the number of places remaining once the number admitted under 1,2 and 3 above are subtracted from the 203 originally available. If there are surplus places available under either 4i or 4ii, they will transfer to the other category in the first instance.	2
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. The furthest offer made on this basis was at a distance of 753m in a straight-line.	6
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." The furthest offer made on this basis was at a distance of 2.39km in a straight-line.	24

A Third Round reallocation of places took place on 4<sup>th</sup> May 2017. 12 places had become available for reallocation. At this stage there were 76 applicants still pursuing places at Bristol Free School. The School's published criteria was used and the table below shows how the places have been allocated against the School's admissions criteria for the School's admissions policy 2017.

4. For entry into the school (normally Year7) an Admissions Priority Area (APA) will apply. The APA is a geographic area based upon the Neighbourhood Partnership Area (NPA), centred upon, the BS9 area, modified to incorporate the area close to the school. Then i. 20% of the available places will be allocated to those applicants whose home address is closest to the school. The point to which measurements will be made is the mid-point on a line drawn between the centre of the Burghill Road and Concorde Drive entrances to the school.	1
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<p>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,</p> <p>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.</p> <p>The furthest offer made on this basis was at a distance of 791m in a straight-line.</p>	2
<p>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.”</p> <p>The furthest offer made on this basis was at a distance of 2.64km in a straight-line.</p>	9

## APPEALING FOR A PLACE AT BRISTOL FREE SCHOOL

*'Under the Education Act parents have the right to appeal to an Independent Appeals panel against a school's decision not to offer their child a place.'*

### How do I appeal for a place?

Parents wishing to appeal for a place for their child at Bristol Free School should consider the following points before completing an appeal form.

To appeal, complete the Appeal Pro Forma which is available on Bristol City Councils website and attach additional information if you wish and return to the **School Admissions Team at Bristol City Council**. They will forward all relevant documentation to Democratic Services at Bristol City Council who will then organise the appeal giving you an appointment date and time. Democratic Services will arrange an independent Appeals Panel which consists of 3 people who have no prior connection with the school: a lay person, a Chair and a member acquainted with education. The panel will consider the case put forward by you wanting to attend Bristol Free School and Bristol Free School's refusal to offer a place. The panel must exercise discretion by balancing the weight of your reason for wanting your child to attend Bristol Free School against the school's published admissions arrangements. *I.e. the prejudice that an additional student would cause to the education of the students already offered a place and the Health and Safety of all the students in Bristol Free School, also taking into account Bristol Free School's published admissions arrangements.*

If you appeal, the place offered at an alternative school will be reserved until the result of the appeal is known. Places may become available at Bristol Free School at a later date because some parents, who may have been offered a place, change their mind or move from the area. If this happens, places will be allocated using the school's published admissions policy, giving equal consideration to those children whose parents have appealed for the school concerned and those children whose parents have indicated that they wish to remain on the waiting list for the school concerned.

*N.B using your right to appeal will not affect your child being on the waiting list.*

If, at any time, you want to withdraw your appeal or remove your child's name from the waiting list, please inform the school immediately. If your child qualifies for a place which has subsequently become available at Bristol Free School your appeal will be cancelled.

### KEY POINTS – if you choose to appeal

- Send in your Appeal Pro Forma on time
- Think about your child's needs
- Find out about Bristol Free School and the offered school
- Decide what is unique about Bristol Free School in terms of meeting your child's needs
- Prepare your case
- Back up your points with evidence – *simply stating your child has always wanted to attend Bristol Free School is **not** evidence.*

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

### For Further Information

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

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

## **Allocation Statement for Cotham School - September 2017**

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 2017-2018' have been applied to allocate the places that are available at the Academy.

741 on-time applications (220 first preferences, 275 second preferences and 246 third preferences) have been received for Cotham School which has an admission number of 216.

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

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

The remaining 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 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 September 2017 **(23 places)**
3. Those children who live within the area of first priority for Cotham School, **(91 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 2017 **(56 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 **(42 places)**

The furthest distance offered a place in this category was **1.341 km**.

**See below for details of subsequent allocations**

## Second Round Allocation

As at the 27<sup>th</sup> March 2017 19 places had become available at Cotham School. At this stage there were 101 applicants still pursuing places. The criteria stated in the booklet 'A guide for parents and carers on applying for a secondary school place for the school year 2017-2018' was again applied to allocate the places that had become available at the Academy.

The 19 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 Cotham School, with siblings of statutory school age attending the Academy, who will still be on roll in September 2017 **(0 places)**
3. Those children who live within the area of first priority for Cotham 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 2017 **(4 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 **(9 places)**

The furthest distance offered a place in this category was **1.395 km.**

### Third Round Allocation

As at the 4<sup>th</sup> May 2017 15 places had become available at Cotham School. At this stage there were 84 applicants still pursuing places. The criteria stated in the booklet 'A guide for parents and carers on applying for a secondary school place for the school year 2017-2018' was again applied to allocate the places that had become available at the Academy.

The 15 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 Cotham School, with siblings of statutory school age attending the Academy, who will still be on roll in September 2017 **(0 places)**
3. Those children who live within the area of first priority for Cotham School, **(4 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 2017 **(0 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 **(11 places)**

The furthest distance offered a place in this category was **1.627km.**

Downend School  
Westerleigh Road  
Downend  
South Gloucestershire  
BS16 6XA

Tel: 01454 862 300  
Email: [admin@downend.com](mailto:admin@downend.com)  
[www.downend.com](http://www.downend.com)



## **TRANSFER TO SECONDARY SCHOOL - SEPTEMBER 2017**

### **Additional Allocation Statement**

**28<sup>th</sup> April 2017**

11 places became available to reallocate.

Downend School's published admission criteria was applied to all outstanding applications (late applicants, appellants and those on the waiting list) to determine the allocation of the available places.

The places were offered to:

1 local sibling

9 children for whom Downend School was indicated as a preference who live within the consortium area for which Downend School, King's Oak Academy, Mangotsfield School and Winterbourne International Academy have equal responsibility and who live closest to Downend School. Distances from home to school are measured in a direct line between the address point of the child's home and a central point within the main school buildings using the Local Authority's computerised mapping system. The farthest child from Downend School offered a place under this criterion is measured to a distance of 0.942 mile from the school.

1 place was offered by the drawing of lots. Two applicants have both been measured at the same distance of 0.956 mile and therefore it has been necessary to draw lots as a tie-breaker in order to allocate the final space.

### **Allocation Statement for FAIRFIELD HIGH SCHOOL – September 2017 – 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 2017-2018' have been applied to allocate the places that are available at the school.

446 on-time applications (169 first preferences, 131 second preferences and 146 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 Statement of Special Educational Needs/Education, Health and Care Plan.

This left 213 places to allocate using the published criteria.

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

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

1. Those children who are defined as Children in Care or children who were previously in care but immediately after being in care became subject to an adoption, child arrangements or special guardianship order. **(0 places)**
2. 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 2017. **(37 places)**
3. 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. **(91 places)**
4. 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 2017. **(25 places)**
5. Those 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. **(60 places)**

#### **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



The furthest distance offered a place in this category was **1.665 km**.

In response to the rising demand for secondary school places across Bristol, **Fairfield High School** has reviewed the number of school places available for September and in March 2017 decided that they will be able to accommodate additional **16** children. These places were offered to those children who would have qualified for a place on the national offer day of 1<sup>st</sup> March 2017, if these places had been available. The school's published admissions criteria were applied and the places were offered as follows:

Those 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. (**16 places**)

The furthest distance offered a place in this category was **2.171 km**.

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

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

As at the 25<sup>th</sup> April 2017 **16** places had become available for reallocation at the school. At this stage **44** 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 Fairfield High School, with siblings of statutory school age attending the school, who will still be on roll in September 2017. (**1 place**)
3. 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. (**5 places**)
4. 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 2017. (**6 places**)

**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



5. Those 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 **1.143 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



## **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 by 11<sup>th</sup> May to:**

**School Admissions (Parkview Campus), Bristol City Council, PO Box 3176, BRISTOL BS3 9FS**

## **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 5<sup>th</sup> May 2017. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 5<sup>th</sup> May 2017.

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)

## **TRANSFER TO SECONDARY SCHOOL, SEPTEMBER 2017**

### **APPLICATIONS FOR HANHAM WOODS ACADEMY**

#### **Additional Allocation Statement**

**28<sup>th</sup> April 2017**

No places have become available, therefore, no places to reallocate.

Hanham Woods Academy is part of the Cabot Learning Federation, a registered Charity No 1119322  
Registered in England and Wales (as a Company Limited by Guarantee No 6207590, Registered Office as above)

**SPONSORED BY ROLLS ROYCE PLC AND THE UNIVERSITY OF THE WEST OF ENGLAND**

## **A PARENT'S GUIDE WHERE JOHN CABOT ACADEMY IS UNABLE TO MAKE AN OFFER OF A PLACE FOR YEAR 7 ADMISSIONS 2017 IN THE 2<sup>ND</sup> ROUND ALLOCATION OF PLACES**

**Parents considering an appeal for a place at John Cabot Academy should carefully consider the following points before completing an appeal form.**

### **About John Cabot Academy**

We are an Academy run independently from South Gloucestershire Local Authority (LA) with both state funding and sponsorship. The LA operates co-ordinated admissions arrangements for schools in South Gloucestershire and neighbouring areas. These arrangements are explained in the LA guide. John Cabot Academy has its own Admissions Policy, Over Subscription Criteria and Process which has been agreed by the Secretary of State. A summary is set out in the prospectus, on the Academy website and in the South Gloucestershire LA guide.

### **Why has my child not been offered a place at John Cabot Academy?**

John Cabot Academy has an admissions number of 160 in each year group. When more children apply than there are places available, the John Cabot Academy over subscription criteria is used to determine allocation of places. John Cabot Academy received 554 on time applications and was able to offer 160 places.

### **ADMISSIONS CRITERIA & WAITING LIST INFORMATION**

If places become available after the 1<sup>st</sup> round allocation of places on 1 March 2017, late applications will be considered in accordance with the over subscription criteria along with applications on the waiting list.

- Late applications are not considered until all 1<sup>st</sup> round offers have been made. Applications received by the Local Authority (LA) after the closing date are treated as 'late applications/2<sup>nd</sup> round' whatever the reason for such late application and are, unless there are very exceptional circumstances, not considered with the on time applications. Late applicants who are a 'Child in Care' or 'Previously in Care', (CIC) and students who have a Statement of Special Educational Needs (SEN) or an Education Health & Care Plan (EHCP) will be considered prior to on time applications on the waiting list in the 2<sup>nd</sup> round offer of places. After which a second round sibling applicant will get next priority. Where there is more than one eligible student with a sibling, a random selection will take place.
- If a place becomes available in the random allocation criterion, we offer a place by carrying out a fresh process of random allocation of all on time applicants on the waiting list along with the late applications.

### **Allocation of 2<sup>nd</sup> round places 2017**

To date we have made 4 offers of 2<sup>nd</sup> round places in accordance with the Admissions Criteria to keep our admission number at 160 for August 2017.

### **John Cabot Academy Appeals – Historically over the last 5 years:**

2012 Admissions: we received 45 Appeals; 10 withdrew, 35 hearings were held, 2 Appeals were upheld.

2013 Admissions: we received 28 Appeals; 2 withdrew, 26 hearings were held, 1 Appeal was upheld.

2014 Admissions: we received 41 Appeals; 11 withdrew, 30 hearings were held, 0 (Nil) Appeals were upheld.

2015 Admissions: we received 44 Appeals; 7 withdrew, 37 hearings were held, 3 Appeals were upheld.

2016 Admissions: we received 17 Appeals; 4 withdrew, 13 hearings were held, 1 Appeal were upheld.

## KEY POINTS – If you decide to appeal

- Please consider carefully the strength of your case before deciding to proceed with an appeal.
- Decide on the reasons why John Cabot Academy is the **only** school to meet your child's needs.
- Prepare your case.
- Back up your reasons with strong evidence – stating your child lives locally, has always wanted to attend JCA would **not** be evidence.
- Send in your appeal letter on time.

John Cabot Academy will arrange for an independent Appeals Panel to consider the Academy not being able to offer a place and the reasons for a parent wanting their child to attend the Academy. The Panel consists of 3 people who have no connection with John Cabot Academy or the LA. One of them acts as Chair of the Panel and runs the appeal hearing. The Panel will consider the case put forward by the parent and what the allocated or other schools can offer; they **must** consider the admission arrangements for the Academy. The Panel must exercise its discretion by balancing the weight of the parent's case (for wanting their child to attend John Cabot rather than an alternative school) against the Academy's reasons for not being able to offer a place.

*i.e. taking into account the Academy's published admissions policy and arrangements, the prejudice that an additional student would cause to the education of the students already offered a place and the Health and Safety of all the students in the Academy.*

## HOW TO GET FURTHER INFORMATION

The guidance provided is based on the Admissions Policy of John Cabot Academy and the Department for Education, DfE Code of Practice on School Admission Appeals.

For a copy of the John Cabot Academy Admissions Policy, please visit our website: [www.cabot.ac.uk](http://www.cabot.ac.uk) or contact the Admissions Officer at:

John Cabot Academy  
Woodside Road  
Kingswood  
Bristol BS15 8BD  
Tel: 0117 9763000  
Email: [info@cabot.ac.uk](mailto:info@cabot.ac.uk)

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

DfE Publications  
Sherwood Park Annesley  
Nottingham NG15 0DJ  
Tel: 0845 602 2260  
Email: [dfepublications@prolog.co.uk](mailto:dfepublications@prolog.co.uk)

# JOHN CABOT ACADEMY 2<sup>nd</sup> ROUND ADMISSIONS 2017

## LETTER OF APPEAL

I wish to appeal for a place at John Cabot Academy in respect of:

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

Child's Date of Birth: \_\_\_\_\_

Child's Home Address: \_\_\_\_\_  
\_\_\_\_\_

Present School: \_\_\_\_\_

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

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

Contact Telephone Number/s: \_\_\_\_\_

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

Reasons for Appeal: (please continue on a separate sheet if you need to)

**Please complete and send this appeal form to:**

Admissions Officer  
John Cabot Academy  
Woodside Road  
Kingswood  
Bristol, BS15 8BD

**TRANSFER TO SECONDARY SCHOOL, SEPTEMBER 2017  
ADDITIONAL ALLOCATION STATEMENT FOR KING'S OAK ACADEMY**

**28<sup>th</sup> April 2017**

2 places became available to reallocate.

King's Oak Academy's published admission criteria was applied to all outstanding applications (late applicants, appellants and those on the waiting list) to determine the allocation of the available places.

1 place was required for a child with a Statement of Special Educational Needs or an Education, Health and Care Plan which names King's Oak Academy.

The remaining place was offered to:

1 local sibling (living within the academy's Area of Prime Responsibility and who has named the academy as a preference). The child offered a place under this criterion is measured at a distance of 0.429 mile from King's Oak Academy.

I N P U R S U I T O F E X C E L L E N C E

PRINCIPAL: MR R CLUTTERBUCK CEO: MR STEVE TAYLOR | BROOK ROAD, KINGSWOOD, BRISTOL BS15 4JT  
TEL: 0117 9927127 EMAIL: PRINCIPAL@KINGSOAKACADEMY.ORG.UK | WWW.KINGSOAKACADEMY.ORG.UK

## **Allocation Statement for REDLAND GREEN SCHOOL - September 2017** **First Round**

As Redland Green School is oversubscribed, the criteria stated in the booklet 'A guide for parents and carers on applying for a secondary school place for the school year 2017-2018' have been applied to allocate the places that are available at the school.

763 on-time applications (286 first preferences, 256 second preferences and 221 third preferences) have been received for Redland Green School which has a published admission number of 216.

6 places are required for children with the school named in their Statement of Special Educational Needs/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. **(3 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 2017. **(84 places)**
3. Those 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. **(123 places)**

The furthest distance offered a place in this category was **1.168 km**.

In response to the rising demand for secondary school places across Bristol, **Redland Green School** has reviewed the number of school places available for September and in March 2017 decided that they will be able to accommodate additional **16** children. These places were offered to those children who would have qualified for a place on the national offer day of 1<sup>st</sup> March 2017, if these places had been available. The school's published admissions criteria were applied and the places were offered as follows:



Those 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. **(14 places)**

Those children who live within the area of second priority / joint area for Redland Green School 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 **1.862 km**.

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

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

As at the 25<sup>th</sup> April 2017 **15** places had become available for reallocation at the school. At this stage **116** 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, 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 2017. **(0 places)**
3. Those 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. **(5 places)**
4. Those children who live within the area of second priority / joint area for Redland Green School who live closest to the school as measured in a direct line from the home address to the school. **(1 place)**
5. Those children living outside the areas of first, second or joint priority with siblings of statutory school age attending Redland Green School who will still be on roll in September 2017. **(6 places)**
6. Those children living outside the areas of first, second or joint priority for Redland Green School, who live closest to the school as measured in a direct line from the home address to the school. **(3 places)**

The furthest distance offered a place in this category was **0.796 km**.



### **Letter of Appeal – Redland Green School**

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

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

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

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

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

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

#### **Child's Details**

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

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

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

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

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

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

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

**Please return by 11<sup>th</sup> May to:**

**School Admissions (Parkview Campus), Bristol City Council, PO Box 3176, BRISTOL BS3 9FS**

## **School Appeals Guidance Notes for Redland Green School**

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

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

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

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

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

You are also welcome to submit additional letters of support from professionals or other parties who have been, or are currently, involved with your child. Please submit all supporting documentation by 5<sup>th</sup> May 2017. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 5<sup>th</sup> May 2017.

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)