

TRANSFER TO SECONDARY SCHOOL - SEPTEMBER 2017 APPLICATIONS FOR ABBEYWOOD COMMUNITY SCHOOL

350 applications were received by 31 October 2016 for Abbeywood Community School which has an Admission Level of 180 for the Year 7 intake in September 2017. Unfortunately, it has not been possible to meet all the requests for places at Abbeywood Community School and it has, therefore, been necessary to use Abbeywood Community School's published admission criteria to decide which applicants should be offered the available places.

6 places were required for children with a Statement of Special Educational Needs or an Education, Health and Care Plan which names Abbeywood Community School. The remaining 174 places have been offered to applicants in the following priority order:

1 child in public care or previously in public care

39 local siblings.

108 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.

26 children for whom Abbeywood Community School was indicated as a preference, who live outside 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 to a distance of 2.038 miles from the school.

March 2017

Abbeywood Community School
New Road
Stoke Gifford
South Gloucestershire
BS34 8SF
Tel: 0117 307 5660
Fax: 0117 307 5661
Email: info@abbeywoodschool.com
Website: www.abbeywoodschool.com

**This form should only be completed if you wish to make a formal appeal for a place at Olympus Academy Trust:
Abbeywood Community School**

**Please complete in black ink and return this form within 20 school days to:
Ruth Whittaker, Abbeywood Community School, New Road, Stoke Gifford, BS34 8SF**

LETTER OF APPEAL FOR ABBEYWOOD COMMUNITY SCHOOL

Name of parent/carers	
Signature	
Date	
Full name of child	
Date of birth	
Address of child	
Current school	

For September intakes, please indicate preference: 1st, 2nd or 3rd:

WAITING LIST

OAT:Abbeywood Community School will maintain its own waiting list. The waiting list will be maintained for the academic year and then discarded. When a place becomes available, places will be offered in accordance with the oversubscription criteria outlined in the Admissions Policy, which can be found on the School website, and not the length of time an applicant's name has been on the waiting list.

NB If you request an appeal your child will be automatically placed on the waiting list.

PLEASE REMEMBER TO UPDATE ABBEYWOOD COMMUNITY SCHOOL OF ANY CHANGES TO YOUR CONTACT DETAILS.

Reasons for Preference/Grounds for Appeal

Please continue on a separate sheet, if necessary, and attach

Date: March 2017
Contact: School Admissions and Transport Team
Direct dial: 01275 884078 / 4014



People and Communities
School Admissions Team
North Somerset Council
Town Hall
Walliscote Grove Road
Weston-Super-Mare
BS23 1UJ

Transfer to Secondary School ~ September 2017

Allocation Sheet for Backwell School

Tel: 01275 88 4078 / 4014
Email: admissions@n-somerset.gov.uk
www.n-somerset.gov.uk

The Year 7 intake has an Admission Number of 270. 583 applications have been received for the school. It has, therefore been necessary to use the oversubscription criteria, as outlined below, to determine which of the applicants should be offered the places available.

The 270 available places have been offered to the following applicants:

Where a school is named in a child's Statement of Special Educational Needs Education or Health and Care Plan, the admission authority is legally required to admit the child to the school. Therefore such children are allocated places before the criteria, detailed below, are applied.

Backwell School is named in a Statement of Special Educational Needs or Health and Care Plan ~ 1 child;

- a. Looked-after children at the time of application and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care ~ 5 children;
- b. Children who are the subject of a direction by a local council to admit or who are allocated the school in accordance with a Fair Access Protocol for school places ~ 0 children;
- c. Children with a brother or sister who will be attending the school ~ 129 children;
- d. Children of Backwell School staff employed on a permanent contract by the school for at least two years at the time of application, or where the member of Backwell School staff has been recruited to fill a post for which there is a demonstrable skill shortage. This does not include staff who work on the school site for other employers ~ 1 child;
- e. Children living in Backwell School's First Geographical Area ~ 93 children;
- f. Children not in the above categories ~ 41 children;

The distance between home and school for the last child offered a place was 3.312 miles.

Any applicants not offered a place at the school have been refused because, under the terms of the School Standards Framework Act 1998 (as amended by the Education Act

2011), a place may be refused if the admission of an additional child would cause prejudice to the provision of efficient education or the efficient use of resources.

APPEALS FOR NORTH SOMERSET SECONDARY SCHOOLS 2017 - A BRIEF GUIDE



If you require this publication in another format, such as Braille or large type or require help in another language, please call 01275 884078 / 4014 or email: admissions@n-somerset.gov.uk

YOUR RIGHT OF APPEAL

Under the School Standards & Framework Act 1998 (as amended by subsequent Acts) and the School Admission Appeals Code, produced by the Department for Education (DfE), you have the right to appeal (provided you have parental responsibility for the child) against any decision made by or on behalf of the Admission Authority, as to the school at which your child is to be educated. In the case of community and voluntary controlled schools the Admission Authority is the Local Authority. For voluntary aided, trust and foundation schools, free schools and academies the Admission Authority is the Governing Body. This means that you can only appeal for places at your stated preferred schools for which you were refused a place(s).

WHO HAS THE RIGHT OF APPEAL?

You have the right of appeal if:

- you have parental responsibility, whether or not you are the natural parent;
- you have care of the child, ie the child lives with you and you look after him/her.

CAN I APPEAL FOR A PLACE AT MORE THAN ONE SCHOOL?

Yes, you can appeal for a place at more than one school, including places at community, voluntary controlled, voluntary aided, trust or foundation schools, free schools or academies, as long as you named the school on your preference form and have been refused a place.

APPEALS FOR OWN ADMISSION AUTHORITY SCHOOLS

This document applies to all secondary schools except for Gordano School who arrange their own appeal hearings. Appeals for this school should be sent directly to the school and will not involve the North Somerset Local Authority School Admissions Team, Legal Team or Clerk/Solicitor. You should contact these schools directly for full details of their appeal procedures or refer to their website.

HOW CAN I APPEAL?

Online Applicants - please login to online admissions and complete the following:

- Click View/Respond to Offer
- Select the drop down menu for the school(s) stating 'Not Offered'
- Select 'Other Decision'
- Click 'Add' in the Supporting Text column
- Type in 'Appeal' (but provide your appeal reasons separately as detailed below)
- Click Save and then Done.

You will also need to write an appeal statement that states your reasons for the appeal. Please note that whilst you may give the reasons for your appeal in the 'Supporting Text' column, this is subject to a time restriction. It is therefore recommended that for North Somerset schools, you may write your letter of appeal in one of the following ways:

- on the Appeal Statement form available at www.n-somerset.gov.uk/admissions
- by email to admissions@n-somerset.gov.uk
- by letter to us at North Somerset Council, School Admissions Team, People and Communities, Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ.

Paper Applicants - name the school(s) and tick the 'Appeal' box(es) in Section B on the Response Form provided. You may write your letter of appeal on the Appeal Statement or you can use your own paper. Alternatively, for North Somerset schools only, you may write your letter of appeal in one of the following ways:

- by email to admissions@n-somerset.gov.uk
- by letter to us at North Somerset Council, School Admissions Team, People and Communities, Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ.

The Response Form should be returned to North Somerset Council. Your Appeal Statement should also be returned to North Somerset Council, unless the school you are appealing for is outside North Somerset. If so your appeal letter should be sent to the council in which the school is situated.

We require you to notify North Somerset Council School Admissions Team of your intention to appeal by **14 April 2017**. Your reasons for appeal and supporting evidence can be supplied now or at a later date. When you receive confirmation of your appeal date, deadlines for this paperwork will be given.

WHEN ARE APPEALS HEARD?

Appeals for Reception Intake, Junior and Secondary Transfer are mainly heard between May and July. Appeals for those wishing to change their child's school during the school year are heard within 30 school days of being lodged.

WHAT TYPES OF APPEALS ARE THERE?

Due to infant class size legislation, there are three types of appeals:

- Infant Class Size – this is for reception to year 2 children where the class size is 30.
- Future Prejudice – this is for reception to year 2 children where the class size is NOT 30 in the year of intake, but due to class structures will be at 30 in future year groups.
- Ordinary Prejudice – this is for all appeals lodged for pupils in years 3 to 11.

Infant class size appeals and future prejudice appeals are only relevant for pupils in reception, year 1 and year 2. Below is more detail on ordinary prejudice appeals.

Ordinary Prejudice (Year 3 to Year 11)

Appeals that are not based on infant class size follow a two-stage process. The first stage is a factual stage when the Panel first of all considers whether the school's published admission arrangements comply with the mandatory requirements of the School Admission Code and the School Standards and Framework Act 1998 and whether they were properly implemented. The Panel will then determine whether they were properly implemented and whether prejudice would arise if another child was admitted to the school.

The Appeal Panel has to decide whether to admit additional child(ren) would "prejudice efficient education or the efficient use of resources", that is have a damaging effect on the school. It is for the representative of the Admission Authority to satisfy the Appeal Panel that this is the case and that the school has reached its published admission number (i.e. is full in the age group) and that prejudice would arise.

If it is clear that your child would have been offered a place at the school if the admission arrangements had been lawfully or correctly implemented and/or that no prejudice would be caused if another child was admitted, the panel will uphold your appeal at this stage.

Otherwise, the appeal moves on the second stage, known as the balancing stage. You will be asked to present your case for wanting your child to be admitted to the school and the Panel will then have to balance your reasons against the prejudice that would be caused to the school if your child were to be admitted.

DO I NEED TO ATTEND THE APPEAL HEARING?

No but you are strongly encouraged to attend the hearing to present your case. It gives you the chance to explain why you want a place at the school and to ask questions. The appeal panel can talk to you and get a clear understanding of your case. You are welcome to bring a friend or relative to support you or speak on your behalf. If you are unable to attend in person, someone else may present the case for you. If you decide not to attend the hearing a decision will be reached based on your written statement.

HOW MANY PLACES ARE RESERVED FOR THOSE APPEALING?

If a school is oversubscribed then the admissions authority must allocate all of its places up to its Published Admissions Number (PAN). No places are allowed to be held in reserve for those appealing. In the event appeal(s) are upheld the school must admit those children above the PAN.

WHO ARE THE APPEAL PANEL MEMBERS?

The panel is independent of the school and the Local Authority. In North Somerset, panels usually have three members. The panel must include at least one lay member i.e. someone without personal experience in the management of a school or the provision of education in a school (disregarding experience as a school governor or in another voluntary capacity). The panel must also include at least one person who has experience in education, or is a parent of registered pupils at a school. Although panel members may be school governors or teachers, they will not be a governor or teacher at the school in question. They will not represent the interests of your preferred school or the Local Authority.

HOW MUCH NOTICE OF THE APPEAL HEARING DATE WILL I HAVE?

Letters/emails notifying parents of appeal dates and times are sent in the order in which appeals are heard. In line with statutory guidance, these letters/emails will be sent at least 10 school days in advance of the hearing. In certain exceptional circumstances we might ask parents to agree to a shorter notice period but this would be discussed on an individual basis. If you lodge appeals for more than one school you will get a separate date for each appeal, which could be some weeks apart. Due to the volume of appeals these dates will often not be in the order you listed your preferences.

WHAT HAPPENS AT THE APPEAL HEARING?

The admission authority will present their case and you will be able to present your case. You may ask questions of each other and the appeal panel may also ask questions of both the admission authority and parents.

WHAT HAPPENS IF OTHER PARENTS ARE APPEALING FOR THE SAME SCHOOL AS I AM?

Then the panel will hear all appeals for that school before reaching any decision. The appeal panel will **not** deal with the appeals as individual appeals, but will deal with such appeals as 'grouped multiple appeals'. In these hearings the Admission Authority's case is heard once in the presence of all or groups of parents (and any representatives). The Admission Authority representative may be accompanied by someone from the school. Parents (and representatives) and the Panel may ask questions about the case. If the panel concludes that 'prejudice to the provision of efficient education or the use of resources' exists and/or the school would have to take 'Relevant Measures' if applicable (see above), it will be necessary to move to the next stage of the hearing (although that may be on a different date). At this stage, the appeals of the individual parents will be heard without the presence of the other parents.

WHEN DOES THE APPEAL PANEL MAKE ITS DECISION?

In individual appeals the decision is made on the day of the hearing.

For multiple appeals, where there is more than one appeal for the same year group at the same school, the decisions will be made when the Panel has heard all the appeals. This may take anything from one day to a week, depending on the number of appeals to be heard

HOW WILL I FIND OUT THE OUTCOME OF MY APPEAL?

The Clerk to the Appeal Panel will normally ask you to telephone later in the day, or the next morning, so that she can tell you whether or not the appeal was successful.

The Clerk will also inform you of the Panel's decision in a letter which will set out the reasons for the decision. This will normally be sent within five school days of the appeal hearing, but if it is during the school holidays the letter will be sent usually within one working week.

IS THE APPEAL PANEL'S DECISION FINAL

The decision of the Appeal Panel is binding upon the Admission Authority if your appeal is upheld. If your appeal is unsuccessful there is no further right of appeal to the Admission Authority. If your appeal is successful you will need to confirm with the relevant Admission Authority which place you wish to accept.

CAN I APPEAL AGAIN IF MY APPEAL IS REJECTED?

It is not normally possible to appeal again during the same school year. This is because the Admission Authority will not usually consider repeat applications for the same school year unless you have a significant change in circumstances relevant to your application. Unless your repeat application to the Admission Authority is allowed, no fresh appeal can arise.

APPEALS FOR SCHOOLS OUTSIDE OF NORTH SOMERSET

If you have been refused a school place at a school that is not within North Somerset Council, and you would like to appeal, please contact the local authority in which the school is situated.

SCHOOL ADMISSIONS TEAM CONTACT DETAILS

Phone: 01275 88 4014
01275 88 4078
Email: admissions@n-somerset.gov.uk
Web: www.n-somerset.gov.uk/admissions
Post: Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ

FREQUENTLY ASKED QUESTIONS

WHY CAN'T YOU GUARANTEE MY CHILD A PLACE AT THEIR PREFERRED SCHOOL?

There are a number of reasons why schools can't always accept all the children who would like to attend them, often because there simply aren't enough places at the school for everyone that named them as a preference. If schools were to admit over their admission number, this would cause prejudice to the provision of efficient education and the efficient use of resources. For schools that do receive more preferences than there are spaces, the published over-subscription criteria will be used to work out who can be offered a place.

For infant classes there is a legal limit of 30 children in a class.

WHAT WILL HAPPEN IF MY CHILD IS REFUSED A PLACE AT THEIR PREFERRED SCHOOL?

If you are refused a school place we will explain why and give you information about how to appeal against the decision, including where to send the appeal form.

If we are unable to offer a place at any of your preferred schools, and you are a North Somerset resident, we will automatically offer you an alternative school place. This will typically be the nearest school to your home address that has places available after all other on time preferences have been taken into consideration.

Appeals for infant classes are sometimes more complicated because of the legal limit of 30 children in a reception, year one and year two classes. We will tell you more about this if it affects the school for which you are refused a place.

WHAT IF I CANNOT GET ALL MY EVIDENCE BY THE LODGING DATE?

North Somerset Council must receive your completed appeal form by the closing date stated in order for your appeal to be heard in the first round of appeals. You should complete the notice of appeal form including a brief outline of your reasons for appealing. You can then send additional evidence and information at a later stage but this should be received no later than 6 working days prior to the hearing.

Please note it is essential that you give a brief outline of your case, when you submit your appeal form, to avoid any delay in hearing your appeal. If you delay in submitting evidence until after the stated deadline it may lead to an adjournment, which could last minutes, hours, days or weeks. In addition, any evidence received after the stated deadline might not be considered at your appeal hearing.

CAN I ASK THE APPEAL PANEL TO CONTACT ANYONE, SUCH AS MY DOCTOR OR SOCIAL WORKER, TO CONFIRM WHAT I HAVE SAID ON MY APPEAL FORM OR AT THE APPEAL HEARING?

No. You alone are responsible for making sure that the Appeal Panel has any written supporting evidence at the appeal hearing.

IS THE APPEAL PROCESS SEPARATE TO THE WAITING LIST AND DOES THE FACT THAT I HAVE APPEALED AFFECT MY POSITION ON THE WAITING LIST?

The appeal process and waiting list are two separate processes. You can appeal or go on the waiting list or go through both processes. Your position on the waiting list is not affected by whether you appeal or not.

WHAT IS MEANT BY “PREJUDICE”?

Prejudice in this instance means any action that would impact on the standard of education in the school. If the school had to build an extra classroom or employ an extra teacher in order to keep class numbers within the statutory limit of 30 children, it would obviously have a cost and mean there was less money available to enhance the learning of children already in the school.

CAN I WITHDRAW MY APPEAL?

Yes. You can withdraw your appeal before (and during) the appeal hearing by contacting the Clerk to the Appeals Panel or the School Admissions Team.

WHAT HAPPENS IF MY APPEAL IS UNSUCCESSFUL?

If your appeal has been unsuccessful and you have declined the place offered at an alternative school, you will need to contact the North Somerset School Admissions or your own Local Education Authority for more information on schools in your area. Please note that the appeal panel's decision is legally binding on the Local Authority

or Governing Body and you cannot re-appeal in the same year for the same year group at the same school, unless there is a significant change in your circumstances. You can appeal for other schools stated on your preference form at which you were not given a place.

WHAT SHOULD I DO IF MY APPEAL HAS BEEN REFUSED AND I DO NOT WANT TO SEND MY SON / DAUGHTER TO THE SCHOOL THAT HAS BEEN ALLOCATED?

You can apply for another school, or several other schools, and if these cannot admit more pupils, you then have the right of appeal for a place at each of these schools.

You should contact the School Admissions Team as soon as possible as you have a legal duty to have your child educated.

WHAT HAPPENS IF I NEED AN INTERPRETER / SIGNER OR OTHER HELP?

You may have an interpreter or signer at your appeal hearing. You may bring your own interpreter / signer or if you would like one provided for you, please ask the Clerk / Solicitor well before the appeal hearing, giving at least two weeks' notice if possible. This service is free of charge.

Please let us know if you have any disabilities or special requirements and need assistance. We will try and meet these as far as the venue is concerned.

Appeal Statement Transfer to Secondary 2017



ONLY USE THIS FORM TO APPEAL FOR A NORTH SOMERSET SCHOOL

Name of Applicant:			
Relationship to Child:			
Daytime telephone number(s):			
Name of Child:			
Child's Date of Birth:			
Address of Child:			
School Appealing for:			
Signature of Applicant:		Date:	
<i>I certify that I am the person with parental responsibility for the child named above and the information given is true and to the best of my knowledge and belief.</i>			

Please give reasons for your appeal. Should your reasons for appeal include issues/grievances at your child's present or previous school, please be aware a copy of your appeal may be passed to the school for comments. You may attach additional sheets and any supporting information if you wish.

If attaching additional sheets please tick box ✓ ☐

If the reasons for your appeal include your child's medical condition you are advised to provide a letter from your doctor/hospital to support your case. **Do you consent to the Council passing the letter to a Paediatrician/Health Authority for their opinion?**

Please tick ✓ ☐ **Yes** ☐ **No**

Please return this form with any supporting documents you wish to provide to:

North Somerset Council
School Admissions Team
Town Hall
Walliscote Grove Road
Weston-super-Mare
BS23 1UJ

Please turn over

My reasons for appealing are:
(Please attach additional sheets if necessary)

Allocation Statement for Bedminster Down School - September 2017

As Bedminster Down 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.

422 on-time applications (228 first preferences, 139 second preferences and 55 third preferences) have been received for Bedminster Down School which has an admission number of 216.

How the initial allocation of places was made

1 place is required for a child where the Academy is named in their Statement of Special Educational Needs/Education, Health and Care Plan (EHCP).

The remaining 215 places have been offered to the following children:

1. Those children who are defined as 'Children in Care'; or children who were previously in care, but immediately after being in care became subject to an adoption order, child arrangement order, or special guardianship order. **(0 places)**
2. Those children living within the area of first priority for Bedminster Down School, with siblings of statutory school age attending the Academy, who will still be on roll in September 2017 **(36 places)**
3. Those children who live within the area of first priority for Bedminster Down School, **(83 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 **(32 places)**
5. Those children living outside the area of first priority for Bedminster Down School who live closest to the Academy as measured in a direct line from the home address to the Academy **(64 places)**

The furthest distance offered a place in this category was **2.425 km**.

School Appeals Guidance Notes for Bedminster Down 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 5th 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 5th May 2017.

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>
Advisory Centre for Education provides online leaflets and guidance for parents: E-mail: enquiries@ace-ed.org.uk Website: www.ace-ed.org.uk Advice Line: 0300 0115 142

Letter of Appeal – Bedminster Down School

Parent/Carer Contact Details – BLOCK CAPITALS

Parent/Carer Name _____

Home Telephone Number _____

Mobile Telephone Number _____

Alternative Telephone Number _____

Email address _____

Child's Details

First Name(s): _____

Surname/Family Name: _____

Date of Birth: ____/____/____

Address: _____

Reasons for Preference/Grounds for Appeal:

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

Signed (Parent/Carer): _____ **Date:** ____/____/____

Please return by 5th May to: School Admissions (Parkview), Bristol City Council, PO Box 3176, BRISTOL, BS3 9FS



Academy
Beechen Cliff School

TRANSFER TO SECONDARY EDUCATION SEPTEMBER 2017

ALLOCATIONS SHEET FOR BEECHEN CLIFF SCHOOL PLACES AVAILABLE 173

Applications for all schools have been considered under an equal preference system which means that all preferences (1st, 2nd & 3rd) for each school have been considered equally for places under the school's published admissions criteria. If there were any cases where more than one of the school preferences named on the application form could have been met only the highest preference school has been allocated by the Local Authority.

A total of **372** applications were originally received for Beechen Cliff School which has a published Admission Number of **162** but the Academy Trust has decided to work to a higher Admission Number of **173**. As the school was oversubscribed, following any offers of places to children with a Statement of Special Educational Needs, applications have been considered by the Governors/Academy Trust and places have been allocated in accordance with the school's published admissions criteria stated in the booklet 'A Secondary School for Your Child' and which are listed below in priority order. If, under any of the categories listed, places were offered and refused, priority was given to those who live closest to the school as measured in a direct line between the address point of the home and the address point of Beechen Cliff School.

5 places have been offered to children with a Statement of Special Educational Needs or Education, Health and Care Plan where the school has been named in their statement. These children are included within the Admission Number for the school. The Initial Allocation of remaining places on 01 March 2016 was made on behalf of the Governors/Academy Trust of Beechen Cliff School to:

- 1) 'Looked After Children and Previously Looked After Children': this is defined as a boy who is in the care of a local authority or provided with accommodation by that authority or who was previously looked after, but ceased to be so because they were adopted, became subject to a residence order or special guardianship order (See Section 22 of the Children Act 1989). **0 Children**
- 2) Where the boy has a brother or sister, half brother or half sister, or step brother or step sister living at the same address and currently attending Beechen Cliff School. **35 Children**
- 3) Sons of members of staff who have been employed at the school for 2 years. **2 Children**
- 4) Up to 12 places to be allocated on the basis of sporting excellence. **12 children**
- 5) Within the Bath City boundary, after the allocation of places under criteria 1 to 4, 40% of the remaining places were allocated to boys living to the north of the River Avon. **48 children with the furthest direct line distance being 2.639 miles** and 40% to boys living to the south of the River Avon. **48 children with the furthest direct line distance being 0.754 miles.** If there is an uneven number of places available, the additional place will be allocated to the side of the river having most applicants. Any places not filled by those living on one side of the river will be transferred to the other.
- 6) 20% of the remaining places were allocated to boys living beyond the Bath City boundary. **23 Children with the furthest direct line distance being 4.848 miles**

86 children in total have initially been refused a place at Beechen Cliff School. (All other preferences originally considered have qualified for another school as a higher preference)

Please Note If you decide to lodge a formal appeal for a place at this particular school your initial notification of intent to appeal should be sent to your home authority by **15 March 2017** and your letter of appeal should be sent to the **Clerk to the Appeals Panel, c/o Mr T Dolby, Clerk to the Admissions Appeals Panel, PO Box 4383, Bath, BA1 0JH by 31 March 2017.**

Date of Statement: 1 March 2017

This form should only be used to appeal for Beechen Cliff School

Please return to: **Mr T Dolby**
Clerk to the Admission Appeals Panel, PO Box 4383, Bath, BA1 0JH

LETTER OF APPEAL FOR ENTRY TO YEAR 7 FOR 2017/18

Commencing.....

Full Name of Pupil.....

Date of Birth.....

Address of Pupil

.....

.....

Postcode.....

Email address.....

Telephone No.....

Mobile No.....

Written by.....

Parent / Carer / Professor / Dr / Mr / Mrs / Miss / Ms

(delete appropriately)

Date.....

Reasons for Appeal.....

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.....cont'd

Reasons for Appeal Continued:

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If attaching additional sheets please tick

TRANSFER TO SECONDARY SCHOOL - SEPTEMBER 2017 APPLICATIONS FOR BRADLEY STOKE COMMUNITY SCHOOL

410 applications were received by 31 October 2016 for Bradley Stoke Community School which has an Admission Level of 180 for the Year 7 intake in September 2017. Unfortunately, it has not been possible to meet all the requests for places at Bradley Stoke Community School and it has, therefore, been necessary to use Bradley Stoke Community School's published admission criteria to decide which applicants should be offered the available places.

3 places were required for children with a Statement of Special Educational Needs or an Education, Health and Care Plan which names Bradley Stoke Community School. The remaining 177 places have been offered to applicants in the following priority order:

2 children in public care or previously in public care

58 local siblings.

117 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 0.792 mile from the school.

March 2017

APPEAL FORM

**This form should only be completed if you wish to make a formal appeal for a place at Olympus Academy Trust:
BRADLEY STOKE COMMUNITY SCHOOL**

**Please complete in black ink and return this form within 20 school days to:
Lisa Stevens, Bradley Stoke Community School, Fiddlers Wood Lane, Bradley Stoke, BS32 9BS**

Name of parent/carers	
Signature	
Date	
Full name of child	
Date of birth	
Address of child	
Current school & year group	

For September intakes, please indicate preference: 1st, 2nd or 3rd:

WAITING LIST

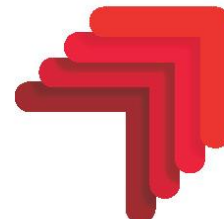
OAT maintains waiting list for each school within the Trust. When a place becomes available, places will be offered in accordance with the oversubscription criteria outlined in the Admissions Policy, which can be found on the School website, and not the length of time an applicant's name has been on the waiting list.

NB If you request an appeal your child will be automatically placed on the waiting list.

PLEASE REMEMBER TO UPDATE OAT OF ANY CHANGES TO YOUR CONTACT DETAILS.

Reasons for Preference/Grounds for Appeal

Please continue on a separate sheet, if necessary, and attach



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**.

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 5th 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 5th 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 Website: www.ace-ed.org.uk



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 5th May to:

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



BRISTOL CATHEDRAL
CHOIR SCHOOL

ALLOCATION STATEMENT FOR ENTRY TO YEAR 7 2017/18

Bristol Cathedral Choir School (BCCS):

BCCS is an Academy run independently from the local authority (LA) and funded directly by the Department for Education (DfE) for an agreed published admission number (PAN) for Year 7 2017/18 entry of 120. BCCS is part of the Coordinated Admissions Scheme with Bristol City Council (BCC).

However, in coordination with the local authority, governors recognise the huge demand for secondary school places in Bristol. Therefore we have agreed with Bristol City Council to a temporary breach in the PAN to offer an additional 30 places for year 7 entry.

The reason why your child has not been successful in gaining a place at the school:

BCCS has received **1075** on-time applications for the 150 places available and is therefore unable to offer places to every applicant who applied.

How the 150 places have been allocated for Year 7 September 2017:

5 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 remaining 145 places have been allocated by applying the oversubscription criteria, in order, as set out in the published admission arrangements 2017/18 for the 1st round of allocation:

- 'Looked after' children or 'previously looked after' children (11 places).
- Probationer Choristers at The Cathedral (7 places).
- Music Specialists (15 places).
- Siblings (54 places).
- Medical & social (0 places).
- Son/daughter of BCCS members of staff (1 place).
- Randomly allocated (57) places)



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 Friday 5th May 2017 to:
Admissions, Bristol Cathedral Choir School, College Square, Bristol. BS1 5TS



Headteacher: P.Jones

Bristol Free School
Concorde Drive
Bristol BS10 6NJ

Tel: 0117 959 7200
admin@bristolfreeschool.org.uk
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	29
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.	
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,	0
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.	
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

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> or contact the school using the contact details above.

For a copy of the DfE Code of Practice please visit www.education.gov.uk.



Letter of Appeal – Bristol Free 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 5th May 2017 to: School Admissions (Parkview), Bristol City Council, PO Box 3176, BRISTOL, BS3 9FS



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**.

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 5th 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 5th 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 Website: www.ace-ed.org.uk

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 5th May to:

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



CHEW VALLEY SCHOOL

A Foundation School serving the whole community

Chew Magna, Bristol. BS40 8QB

Headteacher: Mr G Beynon BA (Hons), MA

TRANSFER TO SECONDARY EDUCATION SEPTEMBER 2017

ALLOCATIONS SHEET FOR CHEW VALLEY SCHOOL PLACES AVAILABLE 210

Applications for all schools have been considered under an equal preference system which means that all preferences (1st, 2nd & 3rd) for each school have been considered equally for places under the school's published admissions criteria. If there were any cases where more than one of the school preferences named on the application form could have been met only the highest preference school has been allocated by the Local Authority.

A total of **333** applications were originally received for Chew Valley which has an Admission Number of **210**. As the school was oversubscribed applications have been considered by the Governors and places have been allocated in accordance with the school's published admissions criteria stated in the booklet 'A Secondary School for Your Child' and which are listed below in priority order. If, under any of the categories listed, places were offered and refused, priority was given to those who live closest to the school as measured in a direct line between the home address and the school.

1 place has been offered to a child with a Statement of Special Educational Needs or Education, Health and Care Plan where the school has been named in their statement. This child is included within the Admission Number for the school. The Initial Allocation of places on 01 March 2017 was made on behalf of the Governors/Academy Trust of Chew Valley School to:

- A) Children in Public Care (Looked after children and previously looked after children). **3 Children**
- B) Children from within the Area of Prime Responsibility (APR) whose older sibling will be attending the school on the admissions date. **56 Children**
- C) Children living within the APR. **69 Children**
- D) Children living outside the APR whose older sibling will be attending the school on the admission date. **25 Children**
- E) Children living outside the APR. **56 Children. The furthest direct line distance offered in this category was 4.487 miles.**

22 children in total have initially been refused a place at Chew Valley School. (All other preferences originally considered have qualified for another school as a higher preference)

Please Note If you decide to lodge a formal appeal for a place at this particular school your initial notification of intent to appeal should be sent to your home local authority by **15 March 2017** and your letter of appeal for Chew Valley School should be sent by no later than **31 March 2017** to Admissions & Transport, Bath & North East Somerset Council, Lewis House, Manvers Street, Bath, BA1 1JG.

Date of Statement: 1st March 2017



Appeal Form
Co-ordinated Admission Scheme
Transfer to Secondary Education

This form should only be used to appeal for Chew Valley School.

This completed form should be returned by the requested date to The Admissions & Transport Unit, Bath & North East Somerset LA, Lewis House, Manvers Street, Bath, BA1 1JG.

As this form will be photocopied please complete it in BLACK ink.

Written By:	<i>Name of parent/carer</i>
Full Name of Child:	
Child's Date of Birth:	
Address of Child:	<div style="border-bottom: 1px solid black; height: 1em;"></div> <div style="border-bottom: 1px solid black; height: 1em;"></div> <div style="border-bottom: 1px solid black; height: 1em;"></div> <div style="text-align: right;">Postcode:</div>
Daytime Telephone Number(s):	
Name of School Appealing for and Preference Number:	Preference No (ie 1st, 2nd, 3rd)

Reasons for Preference/Grounds for Appeal

Any information you wish to submit in support of your appeal should be sent in by you, if possible, with your letter of appeal.

Please indicate if supporting evidence is included with this appeal letter. YES/NO (*delete as appropriate*)

(Please Continue Overleaf if needed)
Reasons for Preference/Grounds for Appeal (continued)



COLSTON'S GIRLS' SCHOOL ALLOCATION STATEMENT

Year 7 2017/2018

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 2017-18", and on the Colston's Girls' School website.

Our allocation of Year 7 places for September 2017:

The school received a total of 678 on-time applications. The School's PAN for Year 7 is 140.

Two places have been reserved for children with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP). The remaining 138 places have been allocated by applying the published oversubscription criteria, in order, as set out in the Admission Arrangements 2017/2018 for the first round of allocation:

Places were allocated as follows:

Applicants with Statements of Special Educational Needs	2
Looked After Children	8
Foreign Language scholars	14
Siblings	41
Staff	0
Random Allocation	75

A fair banding method was applied to ensure a comprehensive intake. Applicants were placed into one of five ability bands based on the score achieved in the GL Assessment Non Verbal Reasoning assessment, which all applicants who submitted a Supplementary Application Form by the deadline of 25th September 2016 for Year 7 secondary transfer places, were invited to take.

All applicants who sat the assessment were placed in bands, such that, wherever possible, there was an equal number in each band. Places were then allocated, as far as possible, such that, an equal number were given in each band. Banding enabled Colston's Girls' School to ensure an intake that is representative of the ability range of applicants to the school. These bands were applied to the oversubscription criteria 6.1 c), d) and e).

Late applicants (defined as applications received after the deadline for receipt of the Common Application Form of 31st October 2016) will be considered after the first round of random allocation. Late applications will be considered under 6.1 f) only.

ADMISSION PROCEDURES

(Extract from Admissions Policy 2017/2018)

Where the number of applications for admission is greater than the published admission number of 140, applications will be considered against the criteria as set out in order below:

6.1 a) **CHILDREN IN CARE**

Equal priority will be given to:

- (i) children who are “looked after” children (within the meaning of the Children Act 1989) at the date that the relevant application for admission is made and who a local authority has confirmed will continue to be looked after by it in accordance with relevant legislation at the time they are admitted to Colston’s Girls’ School; and
- (ii) previously “looked after children” who are defined as children who were adopted (or made subject to child arrangement orders or special guardianship orders) immediately following having been looked after.

b) **FOREIGN LANGUAGE SPECIALISM**

Children up to a maximum of 10% of the Year 7 published admission number admitted on the basis of aptitude in Foreign Language.

c) **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, parents/carers should submit a Supplementary Application Form on behalf of the applicant, by the deadline of 25th September 2016.

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
- (v) Fostered (see Footnote 2 of Admissions Policy 2017/2018)

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.

Failure to submit a Supplementary Application Form by the deadline of 25th September 2016 will prevent applicants being considered under the sibling category and they will only be considered under oversubscription criteria 6.1f).

d) **STAFF**

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

e) **RANDOM ALLOCATION – BANDED**

Places will be allocated by Random Allocation, to those who have submitted a Supplementary Application Form by the deadline of 25th September 2016 and sat the Non-Verbal Reasoning assessment, as specified below. This process will be independently verified in conjunction with the local authority.

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

(ii) 25% of those places will be offered to an outer catchment area which will include all addresses in the following 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 who fulfil one or more of the following criteria:

- (i) those not submitting a Supplementary Application Form by 25th September 2016
- (ii) those not attending the Non-Verbal Reasoning Assessment
- (iii) those living outside the above areas, detailed in 6.1 e).



REQUEST FOR AN ADMISSION APPEAL YEAR 7 2017/18

Details of Parent of Carer		
Full Name of Parent/Carer:		
Home Address of Parent/Carer:		
Telephone Numbers:	Home:	Mobile:
Email Address:		
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 <i>Please delete as appropriate</i>	
Do you intend to be represented at a hearing or accompanied by a friend?	YES / NO <i>Please delete as appropriate</i>	
If YES, please give details:		
Name of representative/friend:		
Will the representative/friend be translating during the appeal?	YES / NO <i>Please delete as appropriate</i>	

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.

Signed:

Date:

**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 12th May 2017**

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**.

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 5th 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 5th May 2017.

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>
Advisory Centre for Education provides online leaflets and guidance for parents: E-mail: enquiries@ace-ed.org.uk Website: 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 5th May 2017 to: School Admissions (Parkview), Bristol City Council, PO Box 3176, BRISTOL, BS3 9FS

Downend School
Westerleigh Road
Downend
South Gloucestershire
BS16 6XA

Tel: 01454 862 300
Email: admin@downend.com
www.downend.com



DOWNEND SCHOOL

TRANSFER TO SECONDARY SCHOOL, SEPTEMBER 2017 APPLICATIONS FOR DOWNEND SCHOOL

524 applications were received by 31 October 2016 for Downend School which has an Admission Level of 210, however a breach to 240 has been agreed. Unfortunately, it has not been possible to meet all the requests for places at Downend School and it has, therefore, been necessary to use Downend School's published admission criteria to decide which applicants should be offered the available places.

For children who initially have not been successful in securing a place at Downend School, this may change beyond March. Parents may wish, therefore, to request that their child's name is added to the waiting list for a place, or they still have the right to appeal.

3 places were required for children with a Statement of Special Educational Needs or an Education, Health and Care Plan which names Downend School. The remaining 237 places have been offered to applicants in the following priority order:

4 children in public care or previously in public care

76 local siblings

157 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 0.871 mile from the school.

March 2017

Downend School
Westerleigh Road
Downend
South Gloucestershire
BS16 6XA

Tel: 01454 862 300
Email: admin@downend.com
www.downend.com



DOWNEND SCHOOL

Downend School, Westerleigh Road, Downend, South Gloucestershire, BS16 6XA

LETTER OF APPEAL FOR DOWNEND SCHOOL

Preference: 1st, 2nd or 3rd (please indicate)

Name of Parent/Carer:

Signature of Parent/Carer:

Contact telephone number:

Full name of Child:

Date of Birth:

Address of Child:

Current Primary/Junior School:

Date:

WAITING LIST

Downend School will maintain its own waiting list. The waiting list will be maintained for the academic year and then discarded. When a place becomes available, places will be offered in accordance with the oversubscription criteria outlined in the Admission's Policy, which can be found on the school website, and not the length of time an applicant's name has been on the waiting list.

N.B If you request an appeal your child will be automatically placed on the waiting list.



Downend School is managed by Castle School Education Trust: a company limited by guarantee.
Registered in England. Company No: 8397975

Downend School
Westerleigh Road
Downend
South Gloucestershire
BS16 6XA

Tel: 01454 862 300
Email: admin@downend.com
www.downend.com

Reasons for Preference/ Grounds for appeal
Please complete

Please remember to update Downend School of any changes to your contact details.



Downend School is managed by Castle School Education Trust: a company limited by guarantee.
Registered in England. Company No: 8397975

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. 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)

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. 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)

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



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 5th 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 5th 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 Website: www.ace-ed.org.uk

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 5th May to:

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



March 2017

School Admissions Team
Gordano School
St Marys Road
Portishead
Bristol
BS23 1UJ

Tel: 01275 842606

Email: admissions@gordanoschool.org.uk
www.gordanoschool.org.uk

TRANSFER TO SECONDARY SCHOOL – SEPTEMBER 2017
ALLOCATION SHEET FOR GORDANO SCHOOL

Gordano School has an Admission Number of 308.

446 applications have been received for the school. It has, therefore been necessary to use the oversubscription criteria, as outlined below, to determine which of the applicants should be offered the places available.

The 308 available places have been offered to the following applicants:

Where a school is named in a child's Statement of Special Educational Needs or Education, Health and Care Plan, the admission authority is legally required to admit the child to the school. Therefore, such children are allocated places before the criteria, detailed below, are applied.

Gordano School is named in a Statement of Special Educational Needs or Education, Health and Care Plan - 0 children

- i. Children in Care or children who were previously in care - 1 child
- ii. Children living within the designated Gordano School catchment area - 295 children
- iii. Children with a sibling on roll at Gordano School - 13 children
- iv. Children not satisfying a higher criterion - 0 children

The distance between home and school for the last child offered a place was 12.92 miles.

Any applicants not offered a place at the school have been refused because, under the terms of the School Standards Framework Act 1998 (as amended by the Education Act 2011), a place may be refused if the admission of an additional child would cause prejudice to the provision of efficient education or the efficient use of resources.

Headteacher: Mr G J Lewis MA

Gordano School, St Mary's Road, Portishead, Bristol BS20 7QR

Tel: 01275 842606

Email: mailbox@gordanoschool.org.uk www.gordanoschool.org.uk

Lighthouse Schools Partnership. Registered address: St Mary's Road, Portishead, Bristol BS20 7QR
A charitable company limited by guarantee registered in England & Wales (Company Number: 07662102)



APPEALS FOR NORTH SOMERSET SECONDARY SCHOOLS 2017 - A BRIEF GUIDE



If you require this publication in another format, such as Braille or large type or require help in another language, please call 01275 884078 / 4014 or email: admissions@n-somerset.gov.uk

YOUR RIGHT OF APPEAL

Under the School Standards & Framework Act 1998 (as amended by subsequent Acts) and the School Admission Appeals Code, produced by the Department for Education (DfE), you have the right to appeal (provided you have parental responsibility for the child) against any decision made by or on behalf of the Admission Authority, as to the school at which your child is to be educated. In the case of community and voluntary controlled schools the Admission Authority is the Local Authority. For voluntary aided, trust and foundation schools, free schools and academies the Admission Authority is the Governing Body. This means that you can only appeal for places at your stated preferred schools for which you were refused a place(s).

WHO HAS THE RIGHT OF APPEAL?

You have the right of appeal if:

- you have parental responsibility, whether or not you are the natural parent;
- you have care of the child, ie the child lives with you and you look after him/her.

CAN I APPEAL FOR A PLACE AT MORE THAN ONE SCHOOL?

Yes, you can appeal for a place at more than one school, including places at community, voluntary controlled, voluntary aided, trust or foundation schools, free schools or academies, as long as you named the school on your preference form and have been refused a place.

APPEALS FOR OWN ADMISSION AUTHORITY SCHOOLS

This document applies to all secondary schools except for Gordano School who arrange their own appeal hearings. Appeals for this school should be sent directly to the school and will not involve the North Somerset Local Authority School Admissions Team, Legal Team or Clerk/Solicitor. You should contact these schools directly for full details of their appeal procedures or refer to their website.

HOW CAN I APPEAL?

Online Applicants - please login to online admissions and complete the following:

- Click View/Respond to Offer
- Select the drop down menu for the school(s) stating 'Not Offered'
- Select 'Other Decision'
- Click 'Add' in the Supporting Text column
- Type in 'Appeal' (but provide your appeal reasons separately as detailed below)
- Click Save and then Done.

You will also need to write an appeal statement that states your reasons for the appeal. Please note that whilst you may give the reasons for your appeal in the 'Supporting Text' column, this is subject to a time restriction. It is therefore recommended that for North Somerset schools, you may write your letter of appeal in one of the following ways:

- on the Appeal Statement form available at www.n-somerset.gov.uk/admissions
- by email to admissions@n-somerset.gov.uk
- by letter to us at North Somerset Council, School Admissions Team, People and Communities, Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ.

Paper Applicants - name the school(s) and tick the 'Appeal' box(es) in Section B on the Response Form provided. You may write your letter of appeal on the Appeal Statement or you can use your own paper. Alternatively, for North Somerset schools only, you may write your letter of appeal in one of the following ways:

- by email to admissions@n-somerset.gov.uk
- by letter to us at North Somerset Council, School Admissions Team, People and Communities, Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ.

The Response Form should be returned to North Somerset Council. Your Appeal Statement should also be returned to North Somerset Council, unless the school you are appealing for is outside North Somerset. If so your appeal letter should be sent to the council in which the school is situated.

We require you to notify North Somerset Council School Admissions Team of your intention to appeal by **14 April 2017**. Your reasons for appeal and supporting evidence can be supplied now or at a later date. When you receive confirmation of your appeal date, deadlines for this paperwork will be given.

WHEN ARE APPEALS HEARD?

Appeals for Reception Intake, Junior and Secondary Transfer are mainly heard between May and July. Appeals for those wishing to change their child's school during the school year are heard within 30 school days of being lodged.

WHAT TYPES OF APPEALS ARE THERE?

Due to infant class size legislation, there are three types of appeals:

- Infant Class Size – this is for reception to year 2 children where the class size is 30.
- Future Prejudice – this is for reception to year 2 children where the class size is NOT 30 in the year of intake, but due to class structures will be at 30 in future year groups.
- Ordinary Prejudice – this is for all appeals lodged for pupils in years 3 to 11.

Infant class size appeals and future prejudice appeals are only relevant for pupils in reception, year 1 and year 2. Below is more detail on ordinary prejudice appeals.

Ordinary Prejudice (Year 3 to Year 11)

Appeals that are not based on infant class size follow a two-stage process. The first stage is a factual stage when the Panel first of all considers whether the school's published admission arrangements comply with the mandatory requirements of the School Admission Code and the School Standards and Framework Act 1998 and whether they were properly implemented. The Panel will then determine whether they were properly implemented and whether prejudice would arise if another child was admitted to the school.

The Appeal Panel has to decide whether to admit additional child(ren) would "prejudice efficient education or the efficient use of resources", that is have a damaging effect on the school. It is for the representative of the Admission Authority to satisfy the Appeal Panel that this is the case and that the school has reached its published admission number (i.e. is full in the age group) and that prejudice would arise.

If it is clear that your child would have been offered a place at the school if the admission arrangements had been lawfully or correctly implemented and/or that no prejudice would be caused if another child was admitted, the panel will uphold your appeal at this stage.

Otherwise, the appeal moves on the second stage, known as the balancing stage. You will be asked to present your case for wanting your child to be admitted to the school and the Panel will then have to balance your reasons against the prejudice that would be caused to the school if your child were to be admitted.

DO I NEED TO ATTEND THE APPEAL HEARING?

No but you are strongly encouraged to attend the hearing to present your case. It gives you the chance to explain why you want a place at the school and to ask questions. The appeal panel can talk to you and get a clear understanding of your case. You are welcome to bring a friend or relative to support you or speak on your behalf. If you are unable to attend in person, someone else may present the case for you. If you decide not to attend the hearing a decision will be reached based on your written statement.

HOW MANY PLACES ARE RESERVED FOR THOSE APPEALING?

If a school is oversubscribed then the admissions authority must allocate all of its places up to its Published Admissions Number (PAN). No places are allowed to be held in reserve for those appealing. In the event appeal(s) are upheld the school must admit those children above the PAN.

WHO ARE THE APPEAL PANEL MEMBERS?

The panel is independent of the school and the Local Authority. In North Somerset, panels usually have three members. The panel must include at least one lay member i.e. someone without personal experience in the management of a school or the provision of education in a school (disregarding experience as a school governor or in another voluntary capacity). The panel must also include at least one person who has experience in education, or is a parent of registered pupils at a school. Although panel members may be school governors or teachers, they will not be a governor or teacher at the school in question. They will not represent the interests of your preferred school or the Local Authority.

HOW MUCH NOTICE OF THE APPEAL HEARING DATE WILL I HAVE?

Letters/emails notifying parents of appeal dates and times are sent in the order in which appeals are heard. In line with statutory guidance, these letters/emails will be sent at least 10 school days in advance of the hearing. In certain exceptional circumstances we might ask parents to agree to a shorter notice period but this would be discussed on an individual basis. If you lodge appeals for more than one school you will get a separate date for each appeal, which could be some weeks apart. Due to the volume of appeals these dates will often not be in the order you listed your preferences.

WHAT HAPPENS AT THE APPEAL HEARING?

The admission authority will present their case and you will be able to present your case. You may ask questions of each other and the appeal panel may also ask questions of both the admission authority and parents.

WHAT HAPPENS IF OTHER PARENTS ARE APPEALING FOR THE SAME SCHOOL AS I AM?

Then the panel will hear all appeals for that school before reaching any decision. The appeal panel will **not** deal with the appeals as individual appeals, but will deal with such appeals as 'grouped multiple appeals'. In these hearings the Admission Authority's case is heard once in the presence of all or groups of parents (and any representatives). The Admission Authority representative may be accompanied by someone from the school. Parents (and representatives) and the Panel may ask questions about the case. If the panel concludes that 'prejudice to the provision of efficient education or the use of resources' exists and/or the school would have to take 'Relevant Measures' if applicable (see above), it will be necessary to move to the next stage of the hearing (although that may be on a different date). At this stage, the appeals of the individual parents will be heard without the presence of the other parents.

WHEN DOES THE APPEAL PANEL MAKE ITS DECISION?

In individual appeals the decision is made on the day of the hearing.

For multiple appeals, where there is more than one appeal for the same year group at the same school, the decisions will be made when the Panel has heard all the appeals. This may take anything from one day to a week, depending on the number of appeals to be heard

HOW WILL I FIND OUT THE OUTCOME OF MY APPEAL?

The Clerk to the Appeal Panel will normally ask you to telephone later in the day, or the next morning, so that she can tell you whether or not the appeal was successful.

The Clerk will also inform you of the Panel's decision in a letter which will set out the reasons for the decision. This will normally be sent within five school days of the appeal hearing, but if it is during the school holidays the letter will be sent usually within one working week.

IS THE APPEAL PANEL'S DECISION FINAL

The decision of the Appeal Panel is binding upon the Admission Authority if your appeal is upheld. If your appeal is unsuccessful there is no further right of appeal to the Admission Authority. If your appeal is successful you will need to confirm with the relevant Admission Authority which place you wish to accept.

CAN I APPEAL AGAIN IF MY APPEAL IS REJECTED?

It is not normally possible to appeal again during the same school year. This is because the Admission Authority will not usually consider repeat applications for the same school year unless you have a significant change in circumstances relevant to your application. Unless your repeat application to the Admission Authority is allowed, no fresh appeal can arise.

APPEALS FOR SCHOOLS OUTSIDE OF NORTH SOMERSET

If you have been refused a school place at a school that is not within North Somerset Council, and you would like to appeal, please contact the local authority in which the school is situated.

SCHOOL ADMISSIONS TEAM CONTACT DETAILS

Phone: 01275 88 4014
01275 88 4078
Email: admissions@n-somerset.gov.uk
Web: www.n-somerset.gov.uk/admissions
Post: Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ

FREQUENTLY ASKED QUESTIONS

WHY CAN'T YOU GUARANTEE MY CHILD A PLACE AT THEIR PREFERRED SCHOOL?

There are a number of reasons why schools can't always accept all the children who would like to attend them, often because there simply aren't enough places at the school for everyone that named them as a preference. If schools were to admit over their admission number, this would cause prejudice to the provision of efficient education and the efficient use of resources. For schools that do receive more preferences than there are spaces, the published over-subscription criteria will be used to work out who can be offered a place.

For infant classes there is a legal limit of 30 children in a class.

WHAT WILL HAPPEN IF MY CHILD IS REFUSED A PLACE AT THEIR PREFERRED SCHOOL?

If you are refused a school place we will explain why and give you information about how to appeal against the decision, including where to send the appeal form.

If we are unable to offer a place at any of your preferred schools, and you are a North Somerset resident, we will automatically offer you an alternative school place. This will typically be the nearest school to your home address that has places available after all other on time preferences have been taken into consideration.

Appeals for infant classes are sometimes more complicated because of the legal limit of 30 children in a reception, year one and year two classes. We will tell you more about this if it affects the school for which you are refused a place.

WHAT IF I CANNOT GET ALL MY EVIDENCE BY THE LODGING DATE?

North Somerset Council must receive your completed appeal form by the closing date stated in order for your appeal to be heard in the first round of appeals. You should complete the notice of appeal form including a brief outline of your reasons for appealing. You can then send additional evidence and information at a later stage but this should be received no later than 6 working days prior to the hearing.

Please note it is essential that you give a brief outline of your case, when you submit your appeal form, to avoid any delay in hearing your appeal. If you delay in submitting evidence until after the stated deadline it may lead to an adjournment, which could last minutes, hours, days or weeks. In addition, any evidence received after the stated deadline might not be considered at your appeal hearing.

CAN I ASK THE APPEAL PANEL TO CONTACT ANYONE, SUCH AS MY DOCTOR OR SOCIAL WORKER, TO CONFIRM WHAT I HAVE SAID ON MY APPEAL FORM OR AT THE APPEAL HEARING?

No. You alone are responsible for making sure that the Appeal Panel has any written supporting evidence at the appeal hearing.

IS THE APPEAL PROCESS SEPARATE TO THE WAITING LIST AND DOES THE FACT THAT I HAVE APPEALED AFFECT MY POSITION ON THE WAITING LIST?

The appeal process and waiting list are two separate processes. You can appeal or go on the waiting list or go through both processes. Your position on the waiting list is not affected by whether you appeal or not.

WHAT IS MEANT BY “PREJUDICE”?

Prejudice in this instance means any action that would impact on the standard of education in the school. If the school had to build an extra classroom or employ an extra teacher in order to keep class numbers within the statutory limit of 30 children, it would obviously have a cost and mean there was less money available to enhance the learning of children already in the school.

CAN I WITHDRAW MY APPEAL?

Yes. You can withdraw your appeal before (and during) the appeal hearing by contacting the Clerk to the Appeals Panel or the School Admissions Team.

WHAT HAPPENS IF MY APPEAL IS UNSUCCESSFUL?

If your appeal has been unsuccessful and you have declined the place offered at an alternative school, you will need to contact the North Somerset School Admissions or your own Local Education Authority for more information on schools in your area. Please note that the appeal panel's decision is legally binding on the Local Authority

or Governing Body and you cannot re-appeal in the same year for the same year group at the same school, unless there is a significant change in your circumstances. You can appeal for other schools stated on your preference form at which you were not given a place.

WHAT SHOULD I DO IF MY APPEAL HAS BEEN REFUSED AND I DO NOT WANT TO SEND MY SON / DAUGHTER TO THE SCHOOL THAT HAS BEEN ALLOCATED?

You can apply for another school, or several other schools, and if these cannot admit more pupils, you then have the right of appeal for a place at each of these schools.

You should contact the School Admissions Team as soon as possible as you have a legal duty to have your child educated.

WHAT HAPPENS IF I NEED AN INTERPRETER / SIGNER OR OTHER HELP?

You may have an interpreter or signer at your appeal hearing. You may bring your own interpreter / signer or if you would like one provided for you, please ask the Clerk / Solicitor well before the appeal hearing, giving at least two weeks' notice if possible. This service is free of charge.

Please let us know if you have any disabilities or special requirements and need assistance. We will try and meet these as far as the venue is concerned.

Appeal Statement Transfer to Secondary 2017



ONLY USE THIS FORM TO APPEAL FOR A NORTH SOMERSET SCHOOL

Name of Applicant:			
Relationship to Child:			
Daytime telephone number(s):			
Name of Child:			
Child's Date of Birth:			
Address of Child:			
School Appealing for:			
Signature of Applicant:		Date:	
<i>I certify that I am the person with parental responsibility for the child named above and the information given is true and to the best of my knowledge and belief.</i>			

Please give reasons for your appeal. Should your reasons for appeal include issues/grievances at your child's present or previous school, please be aware a copy of your appeal may be passed to the school for comments. You may attach additional sheets and any supporting information if you wish.

If attaching additional sheets please tick box ✓ ☐

If the reasons for your appeal include your child's medical condition you are advised to provide a letter from your doctor/hospital to support your case. **Do you consent to the Council passing the letter to a Paediatrician/Health Authority for their opinion?**

Please tick ✓ ☐ **Yes** ☐ **No**

Please return this form with any supporting documents you wish to provide to:

North Somerset Council
School Admissions Team
Town Hall
Walliscote Grove Road
Weston-super-Mare
BS23 1UJ

Please turn over

My reasons for appealing are:
(Please attach additional sheets if necessary)

TRANSFER TO SECONDARY SCHOOL, SEPTEMBER 2017

APPLICATIONS FOR HANHAM WOODS ACADEMY

355. applications were received by 31 October 2016 for Hanham Woods Academy which has an Admission Level of 180 for the Year 7 intake in September 2017. Unfortunately, it has not been possible to meet all the requests for places at Hanham Woods Academy and it has, therefore, been necessary to use Hanham Woods Academy's published admission criteria to decide which applicants should be offered the available places. For children who initially have not been successful in securing a place at Hanham Woods Academy, this situation may change beyond March. Parents may wish, therefore, to request that their child's name is added to the waiting list for a place, or they still have the right to appeal.

5 places were required for children with a Statement of Special Educational Needs or an Education, Health and Care Plan which names Hanham Woods Academy.

The remaining 175 places have been offered to applicants in the following priority order:

44 local siblings (those living within the academy's Area of Prime Responsibility and who have named the academy as a preference).

93 Geographical considerations (those living within the academy's Area of Prime Responsibility)

38 Geographical considerations (those living outside the academy's Area of Prime Responsibility). The farthest child from Hanham Woods Academy offered a place under this criterion is measured to a distance of 1.330 miles from the school.

March 2017

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

This form should only be completed if you wish to make a formal appeal for a place at Hanham Woods Academy.

Please complete and return this form within 20 school days to

Mrs A. Matthews, Office Manager at Hanham Woods Academy, Memorial Road, Hanham, Bristol, BS15 3LA

Please complete in black ink

LETTER OF APPEAL FOR

SCHOOL

Preference: 1st, 2nd or 3rd – (please indicate)

Written by _____

Name of Parent/Carer

Signature of Parent/Carer

Date

Full Name of Child: _____

Date of Birth: _____

Address of Child: _____

Current Primary/Junior School: _____

WAITING LIST

Hanham Woods Academy will maintain its own waiting list from 1st September 2017. The waiting list will be maintained for the academic year and then discarded. When a place becomes available, places will be offered in accordance with the oversubscription criteria outlined in the Admissions Policy, which can be found on the School website, and not the length of time an applicant's name has been on the waiting list.

NB If you request an appeal your child will be automatically placed on the waiting list.

Reasons for Preference/Grounds for Appeal:

Please attach additional sheets if necessary.



Hayesfield Girls' School

Achieving Ambitions

TRANSFER TO SECONDARY EDUCATION SEPTEMBER 2017

ALLOCATIONS SHEET FOR HAYESFIELD GIRLS' SCHOOL. PLACES AVAILABLE 224

Applications for all schools have been considered under an equal preference system which means that all preferences (1st, 2nd & 3rd) for each school have been considered equally for places under the school's published admissions criteria. If there were any cases where more than one of the school preferences named on the application form could have been met only the highest preference school has been allocated by the Local Authority.

A total of **399** applications were originally received for Hayesfield Girls' School which has a published Admission Number of **224**. As the school was oversubscribed, following any offers of places to children with a Statement of Educational Needs, applications have been considered by the Governors/Academy Trust and places have been allocated in accordance with the school's published admissions criteria stated in the booklet 'A Secondary School for Your Child' and which are listed below in priority order. If, under any of the categories listed, places were offered and refused, priority was given to those who live closest to the school as measured in a direct line between the address point of the home address and the address point of the Brougham Hayes Campus.

4 places have been offered to children with a Statement of Special Educational Needs where following appropriate consultation the school has been named in their statement. This child is included within the Admission Number for the school. The initial allocation of remaining places on 01 March 2017 was made on behalf of the Governors/Academy Trust of Hayesfield Girls' School to:

1. Looked after Children or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement or special guardianship order. **2 Children**
2. Where the girl has a brother or sister, half brother or sister, or step brother or sister residing at the same address and currently attending Hayesfield School and who will be in attendance at the time of admission. **37 Children**
3. Daughters of members of staff who have been employed at the school for 2 years. **1 Child**
4. Up to 12 places to be allocated on the basis of sporting excellence. **12 Children**
5. Within the Greater Bath Consortium boundary, (as defined by Bath & North East Somerset LA), after the allocation of places under criteria 1 and 4, 80% of the remaining places have been allocated to girls living in the Greater Bath Consortium. **134 Children. The furthest direct line distance offered in this category was 1.474 miles.**
6. 20% of remaining places have been allocated to girls living beyond the Greater Bath Consortium boundary. **34 Children. The furthest direct line distance offered in this category was 7.41 miles.**

56 children in total have initially been refused a place at Hayesfield Girls School. (All other preferences originally considered have qualified for another school as a higher preference)

Please Note If you decide to lodge a formal appeal for a place at this particular school your initial notification of intent to appeal should be sent to your home local authority by **15th March 2017** and your letter of appeal to the Clerk to Appeals Panel, Hayesfield Girls' School, Upper Oldfield Park, Bath, BA2 3LA by no later than **31st March 2016**.

Date of Statement: 01 March 2017

Upper Oldfield Park
Bath, BA2 3LA

Brougham Hayes
Bath, BA2 3QX

Tel: 01225 426151
www.hayesfield.com

Headteacher:
Emma Yates B Eng



Appeal Form
Co-ordinated Admission Scheme
Transfer to Secondary Education

This form should only be used to appeal for Hayesfield Girls' School

This completed form should be returned by the requested date directly to the Clerk of Appeals, Hayesfield Girls' School, Upper Oldfield Park, Bath, BA2 3LA.

As this form will be photocopied please complete it in BLACK ink.

Written By:	<i>Name of parent/carer</i>
Full Name of Child:	
Child's Date of Birth:	
Address of Child:	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="text-align: right;">Postcode:</div>
Daytime Telephone Number(s):	
Name of School	Hayesfield Girls' School
Please state Preference Number for this school:	Preference No (ie 1 st , 2 nd , 3 rd)

Reasons for Preference/Grounds for Appeal

Any information you wish to submit in support of your appeal should be sent in by you, if possible, with your letter of appeal.

Please indicate if supporting evidence is included with this appeal letter. YES/NO (*delete as appropriate*)

(Please Continue Overleaf if needed)
Reasons for Preference/Grounds for Appeal (continued)

A PARENT'S GUIDE WHERE JOHN CABOT ACADEMY IS UNABLE TO MAKE AN OFFER OF A PLACE FOR YEAR 7 ADMISSIONS 2017

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

ADMISSIONS CRITERIA & WAITING LIST INFORMATION

As John Cabot Academy was oversubscribed, the oversubscription criteria have been applied to allocate the places that are available at the school. From the 554 applications received, the 160 places have been allocated as follows:

- Six places have been reserved for students with a Statement of Special Educational Need or Education Health & Care Plan.
- Two places allocated to students defined as a 'Child in Care' (CIC).
- Forty-seven places, allocated to applicants with siblings currently at John Cabot Academy who are in Years 7 to 12. A Year 12 student at Post 16 within the Cabot Learning Federation must have studied and taken GCSEs at John Cabot Academy in Year 11 to be classed as a sibling.
- One hundred and five students have been allocated places in the random selection.

Any applicant who has not been offered a place at John Cabot Academy, who attended the assessments and John Cabot Academy was a higher preference than the offered school, has the option to be placed on a waiting list, which will be kept open until the end of Year 7.

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 was 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, or 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 three 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 will 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 or contact the Admissions Officer at:

John Cabot Academy
Woodside Road
Kingswood
Bristol BS15 8BD
Tel: 0117 9763000
Email: info@jca.cabot.ac.uk

For a copy of the DfE Code of Practice, please visit www.dfe.gov.uk or contact:

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

JOHN CABOT ACADEMY 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)

**The deadline to register your appeal with John Cabot Academy is Wednesday 29 March 2017.
Please complete and send this appeal form by this date to:**

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

**TRANSFER TO SECONDARY SCHOOL, SEPTEMBER 2017
APPLICATIONS FOR KING'S OAK ACADEMY**

306 applications were received by 31 October 2016 for King's Oak Academy which has an Admission Level of 150. Unfortunately, it has not been possible to meet all the requests for places at King's Oak Academy and it has, therefore, been necessary to use King's Oak Academy's published admission criteria to decide which applicants should be offered the available places. It is important to stress that experience suggests that, beyond 15 March, it is likely that further places will become available. For children who initially have not been successful in securing a place at King's Oak, this situation may change beyond March. Parents may wish, therefore, to request that their child's name is added to the waiting list for a place, or they still have the right to appeal.

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

25 local siblings.

55 children for whom King's Oak Academy 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.

69 children for whom King's Oak Academy was indicated as a preference who live outside the consortium area for which Downend School, King's Oak Academy, Mangotsfield School and Winterbourne International Academy have equal responsibility who live closest to King's Oak Academy. 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 King's Oak Academy offered a place under this criterion is measured to a distance of 1.646 miles from the school.

March 2017

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

This form should only be completed if you wish to make a formal appeal for a place at King's Oak Academy.

Please complete and return this form within 20 school days to

King's Oak Academy, Brook Road, Kingswood, South Gloucestershire, BS15 4JT

Please complete in black ink

LETTER OF APPEAL FOR

SCHOOL

Preference: 1st, 2nd or 3rd – (please indicate)

Written by _____ Name of Parent/Carer
 _____ Signature of Parent/Carer
 _____ Date

Full Name of Child: _____

Date of Birth: _____

Address of Child: _____

Current Primary/Junior School: _____

WAITING LIST

King's Oak Academy will maintain its own waiting list. The waiting list will be maintained for the academic year and then discarded. When a place becomes available, places will be offered in accordance with the oversubscription criteria outlined in the Admissions Policy, which can be found on the School website, and not the length of time an applicant's name has been on the waiting list.

NB If you request an appeal your child will be automatically placed on the waiting list.

PLEASE CONTINUE OVERLEAF IF NECESSARY

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

PLEASE REMEMBER TO UPDATE KING'S OAK ACADEMY OF ANY CHANGES TO YOUR CONTACT DETAILS.

Reasons for Preference/Grounds for Appeal

Please attach a separate sheet if necessary

Allocation Statement

September 2017 Year 7 Intake

Oasis Academy John Williams

As Oasis John Williams 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.

404 on-time applications (214 first preferences, 123 second preferences and 67 third preferences) have been received for Oasis Academy John Williams which has an admission number of 162.

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

3 places are required at the Academy as it is named in their Statement of Special Educational Needs / Education, Health and Care Plan (EHCP).

The remaining 177 places have been allocated using the Academy's published admissions criteria as follows;

How the Initial Allocation of Places was made

The **177 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, residence, or special guardianship order. **(2 places)**
2. Siblings of students who will be members of Years 7 to 11 at the Academy on the date when the applicant would be admitted. The term "sibling" means a full, step, half, adopted or fostered brother or sister, or other child living permanently within the same household. The Academy reserves the right to ask for proof of relationship. **(68 places)**
3. Children who live the nearest by direct line distance from the Academy within the area of first priority. **(93 places)**
4. Children who live the nearest by direct line distance from the Academy outside the area of first priority. **(14 places)** **The furthest distance offered a place in this category was 1.380 km.**

School Appeals Guidance Notes for Oasis Academy John Williams

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 5th 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 5th May 2017.

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>
Advisory Centre for Education provides online leaflets and guidance for parents: E-mail: enquiries@ace-ed.org.uk Website: www.ace-ed.org.uk Advice Line: 0300 0115 142

Letter of Appeal – Oasis Academy John Williams

Parent/Carer Contact Details – BLOCK CAPITALS

Parent/Carer Name _____

Home Telephone Number _____

Mobile Telephone Number _____

Alternative Telephone Number _____

Email address _____

Child's Details

First Name(s): _____

Surname/Family Name: _____

Date of Birth: ____/____/____

Address: _____

Reasons for Preference/Grounds for Appeal:

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

Signed (Parent/Carer): _____ **Date:** ____/____/____

Please return by 5th May to: School Admissions (Parkview), Bristol City Council, PO Box 3176, BRISTOL, BS3 9FS

TRANSFER TO SECONDARY EDUCATION SEPTEMBER 2017
ALLOCATIONS SHEET FOR OLDFIELD SCHOOL. PLACES AVAILABLE 200

Applications for all schools have been considered under an equal preference system which means that all preferences (1st, 2nd & 3rd) for each school have been considered equally for places under the school's published admissions criteria. If there were any cases where more than one of the school preferences named on the application form could have been met only the highest preference school has been allocated by the Local Authority.

A total of **696** applications were originally received for Oldfield School which has a published Admission Number of **200**. As the school was oversubscribed applications have been considered by the Governors/Academy Trust and places have been allocated in accordance with the school's published admissions criteria stated in the booklet 'A Secondary School for Your Child' and which are listed below in priority order. If, under any of the categories listed, places were offered and refused, priority was given to those who live closest to the school as measured in a direct line between the home address and the identified school point.

5 places have been offered to children with a Statement of Special Educational Needs or Education, Health and Care Plan where the school has been named in their statement. These children are included within the Admission Number for the school. The Initial Allocation of remaining places on 01 March 2017 was made on behalf of the Governors/Academy Trust of Oldfield School to:

1. Children in Public Care (looked after children and previously looked after children who were looked after but ceased to be so because they were adopted or became subject to a Child arrangement order or special guardianship order). **4 Children**
2. Children whose older sibling attending will be attending the school on the admission date or have left the school within two years of the admission date. **96 Children**
3. Children of members of staff employed by the school in either or both of the following circumstances: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable shortage. **0 Children**
4. Where a student shows a particular aptitude in Sport (up to 20 places in each Year 7 intake). **5 Children**
5. Those children who live nearest to the school, as measured in a direct line between the home and the school as outlined on page 55 of the booklet 'A Secondary School for your Child'. **90 Children with the furthest direct line distance being 4.744 miles**

177 children in total have initially been refused a place at Oldfield School. (All other preferences originally considered have qualified for another school as a higher preference)

Please Note If you decide to lodge a formal appeal for a place at this particular school your initial notification of intent to appeal should be sent to your home local authority by **15th March 2017** and your letter of appeal to the Clerk to Appeals Panel, Oldfield School, Kelston Road, Bath, BA1 9AB by no later than **31st March 2017**.

Date of Statement: 01 March 2017

Appeal Form
Co-ordinated Admission Scheme
Transfer to Secondary Education

This form should only be used to appeal for Oldfield School

Once completed this form should be returned by the requested date to:

The Clerk to the Governors,
Oldfield School
Kelston Road
Bath
BA1 9AB

As this form will be photocopied please complete it in BLACK ink.

Written By:	<i>Name of parent/carer</i>
Full Name of Child:	
Child's Date of Birth:	
Address of Child:	 <div style="text-align: right;">Postcode:</div>
Daytime Telephone Number(s):	
Name of School Appealing for:	Oldfield School
Please state Preference Number for this school:	Preference No (ie 1 st , 2 nd , 3 rd)

Reasons for Preference/Grounds for Appeal

Any information you wish to submit in support of your appeal should be sent in by you, if possible, with your letter of appeal.

Please indicate if supporting evidence is included with this appeal letter. YES/NO (*delete as appropriate*)

(Please Continue Overleaf if needed)



Striving for Excellence

TRANSFER TO SECONDARY EDUCATION SEPTEMBER 2017

ALLOCATIONS SHEET FOR RALPH ALLEN SCHOOL

PLACES AVAILABLE 240

Applications for all schools have been considered under an equal preference system which means that all preferences (1st, 2nd & 3rd) for each school have been considered equally for places under the school's published admissions criteria. If there were any cases where more than one of the school preferences named on the application form could have been met only the highest preference school has been allocated by the Local Authority.

A total of **597** applications were originally received for Ralph Allen School which has a published Admission Number of **180** but the Academy Trust has decided to work to a higher Admission Number of **240**. As the school was oversubscribed applications have been considered by the Governors/Academy Trust and places have been allocated in accordance with the school's published admissions criteria stated in the booklet 'A Secondary School for Your Child' and which are listed below in priority order. If, under any of the categories listed, places were offered and refused, priority was given to those who live closest to the school as measured in a direct line between the home address and the school.

7 places have been offered to children with a Statement of Special Educational Needs or Education, Health and Care Plan where the school has been named in their statement. These children are included within the Admission Number for the school. The Initial Allocation of places on 01 March 2017 was made on behalf of the Governors/Academy Trust of Ralph Allen School to:

- A. Children in Public Care [Looked after children) and children who were looked after, but ceased to be so because they were adopted (or became subject to a Child Arrangement order or special guardianship order). **2 children.**
- B. Children in receipt of the mobility component of the Disability Living Allowance in respect of physical disability and who live within the Greater Bath Consortium [GBC]. **0 children.**
- C. Children whose older sibling will be attending the school on the admission date. **68 children.**
- D. Ralph Allen will admit up to 15 students per year group who have aptitude in sports. Evidence of aptitude can be provided in the following ways: a letter from a student's primary school, or a letter from the providers of the specialized training programme based at the University of Bath or a similar high-level sports institution. These students must be registered on an elite athletes' training programme such as the Lawn Tennis Association Academy Programme; or a comparable programme relating to another sport. **1 child.**
- E. Children of staff at the school, in either or both of the following circumstances:
 - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. **3 children**
- F. Children who are resident in the Greater Bath Consortium. **159 children. The furthest direct line distance offered in this category was 3.064 miles.**
- G. Those children who live nearest to the school, as measured in a direct line between the home address and preferred school. This rule would still be applied strictly to both children living within Bath and North East Somerset and those from neighbouring authorities. **0 children**

68 children in total have initially been refused a place at Ralph Allen School. (All other preferences originally considered have qualified for another school as a higher preference)

Please Note If you decide to lodge a formal appeal for a place at this particular school your initial notification of intent to appeal should be sent to your home authority by **15 March 2017** and your letter of appeal for Ralph Allen School should be sent by no later than **31 March 2017** to The Clerk to the Governors/Academy Trust of Ralph Allen School Claverton Down Road, Combe Down, Bath, BA2 7AD.

Date of Statement: 1 March 2017



Striving for Excellence

Appeal Form - Co-ordinated Admission Scheme

Transfer to Secondary Education

This form should only be used to appeal for Ralph Allen School

This completed form should be returned by the requested date to: Clerk to the Appeals Panel for Ralph Allen School, Claverton Down Road, Combe Down, Bath BA2 7AD.

As this form will be photocopied please complete it in BLACK ink.

Written By:	<i>Name of parent/carer</i>
Full Name of Child:	
Child's Date of Birth:	
Address of Child:	<div></div> <div></div> <div></div> <div>Postcode:</div>
Daytime Telephone Number(s):	
Preference Number:	Preference No (ie 1 st , 2 nd , 3 rd)

Reasons for Preference/Grounds for Appeal

Any information you wish to submit in support of your appeal should be sent in by you, if possible, with your letter of appeal.

Please indicate if supporting evidence is included with this appeal letter. YES/NO

(delete as appropriate)

(Please Continue Overleaf if needed) Reasons for Preference/Grounds for Appeal (continued)

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. 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**.



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 5th 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 5th 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 Website: www.ace-ed.org.uk

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 5th May to:

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

St. Bede's Catholic College

Specialist Science and Sports College

Long Cross, Lawrence Weston, Bristol, BS11 0SU

T: 0117 377 2200 E: contact@stbedesc.org W: www.stbedesc.org

Principal: Ms C Hughes, B.Ed



1st March 2017

Dear Parent

Allocation of Places to St Bede's Catholic College for September 2017

As St Bede's Catholic College is over-subscribed the criteria published in the Governors' Admissions Policy have been applied to allocate the 180 places that are available.

There were no applications within Category 5 of our criteria. All applications received by Governors and the Local Authority by the published deadline of 31st October 2016, falling into the priority 1 and 2 categories have been offered places. Within priority 3, offers have been made to 3 applicants drawn by random allocation. These offers were made to families who had provided the college with evidence of faith practice, in accordance with our policy. In addition, places have been reserved for 2 pupils with a statement of Special Educational Need/Education, Health and Care Plan. In total, 180 offers have now been made.

The remaining applicants in priority 3 and all applicants in priorities 4 and 6-10 unfortunately have not been successful at this stage in securing a place with us for September 2017. I know this will cause disappointment and some anxiety. However we may be able to make further offers if any family decides not to accept the place allocated to their child.

The college is happy to receive calls from parents who have been unsuccessful in this round if they wish to know the priority in which their application has been placed. Following first round offers, we may be in a position to give some indication of the likelihood of success within second round offers.

On the reverse of this letter you will find information on how to appeal the decision of the Governing Body. If you would like to exercise this right, the completed form and a letter (if you so wish) detailing the grounds of the appeal, should be received at the college by Wednesday 12th, April 2017, addressed to the Clerk of Governors.

Yours sincerely

C.Walker

Mrs C Walker
Clerk to Governors



St Bede's Catholic College Appeal

*The School Standards and Framework Act 1998 gives you the right to appeal against the decision of the Governors; appeals will be heard on behalf of Governors by the Clifton Diocesan Schools Commission Appeals Panel in the week beginning 5th June 2017. If you would like to exercise your right of appeal then this completed form and a letter, if you so wish, detailing the grounds of the appeal should be received at the College **by 12th April 2017**.*

Appeal for a September 2017 Year 7 Place

Child's Name (Please print) Date of Birth

Current Primary School

Catholic/Non-Catholic Admission Priority if known

I wish to appeal on behalf of my son/daughter against the decision of the Governing Body not to allocate a place for my child at St Bede's Catholic College for September 2017.

State any reasons why you consider your son/daughter should have been allocated a place either below or in a separate letter, which should be attached to this form.

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Appeal letters must be sent direct to the College and received by 12th April 2017. Letters should be addressed to Mrs C Walker, Clerk to Governors, St Bede's Catholic College, Long Cross, Lawrence Weston, Bristol BS11 0SU.



St Bernadette Catholic Secondary School

Headteacher Mrs B A McLaughlin

Fossedale Avenue, Whitchurch, Bristol BS14 9LS
Telephone 0117 377 2050 Fax 0117 377 2054

www.stbems.bristol.sch.uk
info@stbems.bristol.sch.uk

Allocation Statement for St Bernadette Catholic Secondary School - September 2017

As St Bernadette Catholic Secondary 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.

317 on-time applications (114 first preferences, 123 second preferences and 80 third preferences) have been received for St Bernadette Catholic Secondary School which has a Published Admission Number of 150.

How the initial allocation of places was made

The 150 places have been offered to the following children:

Baptised Catholic children (69 places).

Looked after children (1 place).

Children with a brother or sister who will be attending St Bernadette Catholic Secondary School at the time of admission to Saint Bernadette Catholic Secondary School (35 places).

Children of other Christian denominations (39 places).

Children of non-Christian traditions (6 places).



St Bernadette Catholic Secondary School

Headteacher Mrs B A McLaughlin

Fossedale Avenue, Whitchurch, Bristol BS14 9LS
Telephone 0117 377 2050 Fax 0117 377 2054

www.stbems.bristol.sch.uk
info@stbems.bristol.sch.uk

REQUEST FOR AN APPEAL AGAINST NON ADMISSION - ACADEMIC YEAR 2017- 2018

The completed form should be returned to Mrs Nunnerley, at the school, by 29th March 2017. The form can be emailed to her at info@stbems.bristol.sch.uk

Student's Full Name	
Date of Birth	
Address	
Contact Telephone No	
E-Mail address (please print)	
Reasons for Preference/Grounds for Appeal: <i>(If these include medical or psychological reasons you will need to provide supporting written evidence from a doctor/specialist. On receipt of written evidence the Governing Body may seek comments from independent advisors.)</i>	

Please continue on a separate sheet if necessary. Number of sheets attached

Name of Parent/Carer	
Signature of Parent/Carer	
Date	

TRANSFER TO SECONDARY EDUCATION SEPTEMBER 2017
ALLOCATIONS SHEET FOR ST GREGORY'S CATHOLIC COLLEGE. PLACES AVAILABLE 160

Applications for all schools have been considered under an equal preference system which means that all preferences (1st, 2nd & 3rd) for each school have been considered equally for places under the school's published admissions criteria. If there were any cases where more than one of the school preferences named on the application form could have been met only the highest preference school has been allocated by the Local Authority.

A total of **332** applications were originally received for St Gregory's Catholic College which has an Admission Number of **160**. As the school was oversubscribed applications have been considered by the Governors and places have been allocated in accordance with the school's published admissions criteria stated in the booklet 'A Secondary School for Your Child' and which are listed below in priority order. If, under any of the categories listed, places were offered and refused, places have been allocated using the 'random allocations' technique which took place in front of a witness with no connection to the College.

3 places have been offered to children with a Statement of Special Educational Needs or Education, Health and Care Plan where the school has been named in their statement. These children are included within the Admission Number for the school. The Initial Allocation of places on 1st March 2017 was made on behalf of the Governors of St Gregory's Catholic College to:

- 1a) Baptised Catholic children in public care (looked after children/previously looked after children) A 'looked after child' or a child who was previously looked after became subject to an adoption, child arrangement or special guardianship order. **0 Children**
- 1b) Baptised Catholics within the designated area of the college and any baptised Catholics at Our Lady of Lourdes school in Kingswood. **63 Children**
- 1c) Catholic children who do not have a designated school to attend. **0 Children**
- 2) Children in public care (looked after children/previously looked after children) A 'looked after child' or a child who was previously looked after became subject to an adoption, child arrangement or special guardianship order. **0 Children**
- 3) Any children living within the designated area attending any of the eight Catholic partner primary schools of the South Clifton Catholic Federation i.e. St. John's, Bath; St. Mary's, Bath; St. Benedict's, Midsomer Norton; SS Joseph and Teresa, Wells; St. Paul's, Yate; St. Patrick's, Corsham; St. Mary's, Chippenham; and any child attending Our Lady of Lourdes, Kingswood. **21 Children**
- 4) Children who live in the designated area whose parents/carer/s are members of, and adherents to, other Christian denominations as defined by Churches Together. **30 Children**
- 5) According to the provisions set out in section 1.24 of the Schools Admissions Code the governors will offer up to 16 (i.e. 10%) places to those pupils who can demonstrate an aptitude in the performing or visual arts i.e. Music, Dance, Drama and who live in the designated area. **2 Children**
- 6) Other children (i.e. who don't come under 1 – 5) within the designated area with brothers and sisters already at the college at the date of application and who will be in attendance at the time of admission. **12 Children**
- 7) Other children within the designated area. **29 Children**
- 8) All other children. **0 Children**



Saint Gregory's Catholic College

A Specialist College of the Performing Arts

Headteacher **Mr. R. Friel** MA (Hons) NPQH
Combe Hay Lane, Odd Down, Bath BA2 8PA
t 01225 832873 e stgregorys_sec@bathnes.gov.uk
f 01225 835848 w www.st-gregorys.bathnes.sch.uk

In Christ we flourish



arts colleges

19 children in total have initially been refused a place at St. Gregory's Catholic College. (All other preferences originally considered have qualified for another school as a higher preference)

Cont'd.....

Please Note If you decide to lodge a formal appeal for a place at this particular school your initial notification of intent to appeal should be sent to your home local authority **by 15th March 2017** and your letter of appeal should be sent to **The Clerk to the Governors, St Gregory's Catholic College, Combe Hay Lane, Odd Down, Bath, BA2 8PA** by no later than **31st March 2017**.

Date of Statement: 1st March 2017



Appeal Form
Co-ordinated Admission Scheme
Transfer to Secondary Education

This form should only be used to appeal for St Gregory's Catholic College

Once completed this form should be returned by the requested date to:

The Clerk to the Governors,
St Gregory's Catholic College
Combe Hay Lane
Odd Down
Bath BA2 8PA

As this form will be photocopied please complete it in **BLACK** ink.

Written By:	<i>Name of parent/carer</i>
Full Name of Child:	
Child's Date of Birth:	
Address of Child:	<div></div> <div></div> <div></div> <div>Postcode:</div>
Daytime Telephone Number(s):	
Name of School Appealing for:	ST GREGORY'S CATHOLIC COLLEGE
Please state Preference Number for this school:	Preference No (ie 1 st , 2 nd , 3 rd)

Reasons for Preference/Grounds for Appeal

Any information you wish to submit in support of your appeal should be sent in by you, if possible, with your letter of appeal.

Please indicate if supporting evidence is included with this appeal letter. YES/NO (*delete as appropriate*)

(Please Continue Overleaf if needed)

Allocation Statement for St Mary Redcliffe & Temple School September 2017

How the initial allocation of places was made:

The 216 places have been offered to the following children:

Group

	Children with a Statement of Educational Need or Education, Health Care Plans (EHCPs)	2
A	Church applicants who are Looked After Children or previously Looked after Children	6
B1	Church Applicants	191
B2	Church Applicants	0
B3	Church Applicants	0
C	Looked After Children or previously Looked after Children	2
D	Local applicants – up to 16 places	15
E	Faiths other than Christian - up to 4 places	0
F	Other Applicants	0

Categories A & B combined have exceeded the published number of 196 as we have offered twins who cannot be split.

ST MARY REDCLIFFE AND TEMPLE CE VA SECONDARY SCHOOL

Year 7 Admissions – September 2017

I wish to appeal for a place at: - **St Mary Redcliffe and Temple CE VA School**

Full Name of Child:

Date of Birth:

Grounds for Appeal - Please continue overleaf or on a separate sheet if necessary.

Name of Parent / Carer:

Signature of Parent / Carer:

Date:

Please return this form together with any supporting paperwork to the address below no later than 28 March 2017:

**Mrs G Botting
School Admissions
St Mary Redcliffe & Temple CE VA School
Somerset Square
Bristol
BS1 6RT**



Steiner Academy Bristol
Mottistone Building, St Matthias Campus
Oldbury Court Road
Fishponds, Bristol
BS16 2JP
0117 965 9150
info@steineracademybristol.org.uk

September 2017 Secondary Allocation Summary for Steiner Academy Bristol

Steiner Academy Bristol is an Academy funded directly by the Department for Education to provide a set number of places in each year group (the Published Admission Number or PAN). The school is its own Admissions Authority and has its own Admissions criteria, with applications being processed via Bristol City Council's coordinated admissions process.

The following summary indicates the number of places available in Year 7 and the places offered against each oversubscription criterion.

Year Group	Published Admission Number	Total Preferences Received
Year 7	26	70

Criterion		Number
1	Children in the care of a Local Authority at the time of application, or whose care has ceased because he/she has become adopted or the subject of a residence or special guardianship order	2
2	Children with a sibling on roll at the Academy at the time of application A sibling is a full, adopted, half or step brother or sister, including a full, adopted, half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or, where appropriate, the natural parental home address.	4
3	Children of the Founding Directors	0
4	Children of staff employed at the Academy where recruitment is to fill a demonstrable skills shortage	0
5	Children who are eligible for Pupil Premium at the time of application	7
	Children not satisfying a higher criterion.	13

The straight-line distance between home and the Academy site (St. Matthias campus) for the last child allocated a place in each year group is as follows:

Year Group	Straight Line distance in miles
Year 7	0.685

The Academy Admissions Committee will maintain waiting lists for each year group until the end of the 2016 academic year that will include the names of all children refused admission. Names will automatically be entered whenever an application is refused and listed in ranked order according to the oversubscription criteria. If a place is no longer required, it will be re-offered for the child ranked highest on the waiting list at that time.

Admissions appeals

If you have been refused a place and you are not happy with the decision, you have the right to appeal. You must appeal within one month of the date when you received notice that your application was unsuccessful.

You can download an appeal form, <http://www.steineracademybristol.org.uk/admissions/appeals/> or you can contact us and ask us to email or post you a form.

All appeals will be heard by an independent panel arranged via Bristol City Council, in the same way as appeals for other state funded schools.

Joe Evans

School Business Manager

Steiner Academy Bristol



Steiner Academy Bristol

Admission to the Academy in September 2017

General Year 7 Appeal Statement Prepared By the Admissions Authority

1.0 Context

This statement has been prepared by the Academy's Admissions Committee in order to explain to the Appeal Panel why the school is unable to admit an additional child to Year 7 at the present time.

The Admissions Committee contends that:

To admit a further child into this year group will prejudice the efficient delivery of education and/or the efficient use of resources. In other words, the admission of an additional child will impact on the class and on school organisation to such an extent that it will be unacceptably difficult to ensure the continued delivery of high quality education or the well-being of the children and staff, both now and into the future.

The Admissions Committee respectfully requests that the Appeal Panel take into consideration the circumstances set out in this statement when reaching their decision.

We understand that the pupils to whom these appeals relate have all been offered places at other schools and that there is no general shortage of secondary school places in the area.

2.0 The position at the Academy

Steiner Academy Bristol is a relatively new school, opened in September 2014. The school will grow to be an all-thorough school with 624 pupils, consisting of two classes of 26 in each year group from Reception to Year 11.

For September 2017, the school is admitting 52 children at Reception, and one class of 26 children into Year 7. This forms part of a long-term growth plan agreed with DfE before the school opened.

Steiner Academy Bristol has a non-selective admissions policy which includes a criterion giving priority to children eligible for Pupil Premium, as part of our aspiration to be an inclusive community school.

The school operates a specific education model and our PAN of 26 is an integral part of that model.

2.1 School site

Steiner Academy Bristol is the fourth Steiner Academy in the UK, offering a distinctive curriculum and educational ethos within a state-funded framework. A small class size is a central part of the educational planning for the school.

The school is based on the Grade 2*- listed St Matthias Campus site in Fishponds.

The permanent site design has been based around two form of entry with a PAN of 26. The rooms within the listed buildings have been allocated as classrooms with that number in mind, and in some cases, classrooms are only just large enough to accommodate 26 pupils.

The smallest home classroom for secondary age children will be 45 sq m. The BB98 building standards require 52 sq m for a class of 26 secondary children, but under the Free School programme, classroom sizes of BB98 less 15% are considered acceptable; this gives 44.2 sq m. A single additional child in this class would push the room beyond even current very modest allowances.

For specialist teaching, classes will be split into smaller groups of 13 (half a class) for craft subjects, and into 17 -18 (one third of a year group of 52) for science. The woodwork, pottery and machine rooms have been designed to accommodate groups of 13 pupils, and the science labs have been designed to accommodate 18 pupils. One of the science labs has a floor area of 45 sq m, which is below the guidance given in BB103 of 49.8m for this number of pupils. Any additional pupils would create problems in operating these specialist areas.

2.2 Inclusive education

Within the Steiner educational framework, a great deal of emphasis is placed on the class as a single, supportive group. Classes are not streamed by ability, so that there is a very wide range of abilities within each class. This wide range of abilities can be successfully managed because class sizes are relatively small and staffing levels are relatively high. Our PAN of 26 was chosen after careful consideration of classroom practice, to allow teachers and assistants to manage a very diverse range of abilities without breaking up the inclusive framework of the class unit.

In particular we are concerned to meet the needs of children with special educational needs; those with emotional and behavioural issues; and those who are considered gifted and talented. We welcome all our pupils and will endeavor to support of all them to reach their full potential, but within the inclusive, unstreamed format of our educational model, this relies on the right class size and staff/pupil ratio. The experience of our staff and of the other Steiner Academies is that a PAN of 26 offers the optimum balance in this.

The need to offer good support for Gifted and Talented pupils was highlighted by Ofsted in their most recent report on our sister school, Steiner Academy Frome. As a result of this report, the Department for Education has informed us that they will require evidence of our plans to meet the needs of the most able pupils, and Ofsted themselves will give particular attention to our work in this area during our first full inspection, which will take place in the school year 2016-17. It is therefore extremely important for the school to be able to deliver its educational model effectively, and again, the PAN chosen is the optimum size for this.

The school also has a large number of children who have been in the care system at some point in

their lives. For the school year 17-18, we expect to have 30 children on roll who are looked after or who have ceased to be so following adoption or Special Guardianship Order, from a total of 346 pupils on roll — 8.7% of the school population, against a national average of around 1.5%. Our experience is that these children often have considerable emotional and behavioural needs. Our policy is to work to meet these needs within an inclusive, whole-class framework, and again, our decision to adopt a smaller class size is intended to facilitate this. Carers and adoptive parents have chosen our school because of the specific ethos of the school, which aims to provide a nurturing, low-stress environment. A small class size is an important element of this.

2.3 Fairness in admissions and parental engagement and support

Our aim is to build a strong, mutually supportive community among all our families. They have placed their trust in us to deliver on our vision for a school, a school which is based around small class sizes; high staff/pupil ratios; individual attention for each child; and a very broad and creative curriculum.

The concept of a school with small class sizes has also been extremely popular with parents and teachers. Since the school opened we have been consistently over-subscribed, and have sadly therefore had to refuse applications from very many parents. Our admissions process has been very carefully run to manage this demand.

Above all, parents are concerned with the fairness of school admissions. Families understand that if there is very high demand they might not get a place; however, it is crucial that the process for allocating places is perceived as fair. It would create a strong perception of unfairness if a child was given a place for no other reason than that an appeal was lodged, when a significant part of the reason for over-subscription was the offer of small class sizes.

We feel that this could create tension and discomfort within the school community and a perception of unfairness around admissions which could ultimately be prejudicial to the cohesion of the school community, the level of parental trust and engagement and thus the achievement of children.

The school contends strongly that it is our right as a school to choose the class size that we think is right for our educational model, and to manage admissions to those classes through a fair and non-selective admissions process.

3.0 How places were allocated for September 2017

June 2013: Admissions Policy for 2014 entry including PAN approved by DfE

October 1st - November 12th 2013: Statutory Consultation under Section 10 of the Academies Act carried out including details of admissions arrangements

17th December 2013: Approval received from DfE allowing derogation from the Schools Admission Code for the criteria in our Admissions Policy relating to Children of Founding Directors

3rd December 2015 to January 28th 2016: Public consultation on Admissions Policy for 2017-18

1st September to 31st October 2016: Admissions open for Year 7 via BCC coordinated admissions process.

1st March 2017: Offers of Year 7 places made via BCC coordinated admissions process.

First round places were allocated according to our Admissions Policy as follows:

Children with Education, Health and Care Plans: 0

1. Looked-after children: 2

2. Children with a sibling on roll: 4

3. Children of Founding Directors: 0

4. Children of members of staff: 0

5. Children eligible for Pupil Premium and who live within 2 miles of the school site: 7

6. Children not meeting a higher criterion: 13

Of these the furthest family lives 0.685 miles from the school site.

4.0 Conclusion

Maintaining high quality education and ensuring the health and wellbeing of all the children and staff at Steiner Academy Bristol is of paramount importance to the Governors. To this end, every admission application is carefully considered under our admission policy.

Our class size of 26 has been chosen by the school as an integral part of the educational model, and this has been widely welcomed by parents.

An additional admission to Year 7 at the present time will have a negative impact on our educational model, adding cumulative pressure and prejudicing the efficient delivery of education and the efficient use of resources.

Regrettably, there are no reasonable measures that can be taken to provide more places in Year 7 now or in the foreseeable future.

- Places have been allocated up to PAN, in strict accordance with the published admission arrangements.
- This school was oversubscribed for September 2017 with 70 applications being received for 26 places.
- The school's educational model is carefully structured around a class size of 26, and this offer of a small class size forms a central part of the appeal to parents.
- The school site is being designed around a standard class size of 26 to fit our educational model.

It is respectfully requested that the Appeal Panel recognises these points when considering the impact of a further admission at Steiner Academy Bristol.



Steiner Academy Bristol

St Matthias Campus

Bristol BS16 2JP

0117 965 9150

info@steineracademybristol.org.uk

www.steineracademybristol.org.uk

School Admission Appeal Form

Section 1: Your Appeal

For which Year Group has your child been refused a place?	
On what date did you apply for a school place? (the date you inserted on your original application form)	
What is the date on the refusal decision letter issued to you by the Admissions Authority?	

For School Office use Only:	Insert the date on which the admission application to which this appeal relates was received at the School Office	
	Insert the date on which this Appeal Form was received at the School Office	

Section 2: Your Child's details (the child who is the subject of this appeal)

Legal Surname	First Name	Middle name(s)

Date of Birth: (Day/Month/Year)	
--	--

Registered Nationality	
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Is your child <u>currently</u> on the roll of a UK school?		Yes	No
If 'Yes' please provide the name of the school			
When did he/she last attend school?	Month/Year:		

Is your child <u>currently</u> A 'Looked After Child'. A child in the care of a Local Authority?	Yes	No
--	-----	----

Does your child have a Statement of Special Educational Needs issued by a Local Authority?	Yes	No
--	-----	----

Does your child have any siblings <u>currently</u> attending this school? A sibling definition applies which is set out in the published Admission Arrangements	Yes	No
--	-----	----

If 'Yes' you may choose to provide sibling details as part of your response in Section 3
--

Please enter the address at which your child lives for the <u>majority</u> of his/her time			
How long has he/she lived at this address?	Years:	Months:	Weeks:

Are there currently any shared residency arrangements?	Yes	No
--	-----	----

Section 3: Your details (the person submitting this appeal)

Surname	Forename(s)	Mr/Mrs/Miss/Ms/other

Your relationship to this child	Parent	Carer	Other

Do you live at the same address as the child you are appealing on behalf of	Yes	No
If 'No' then please provide your full address for communication purposes		

Land line telephone number	Mobile	Email address

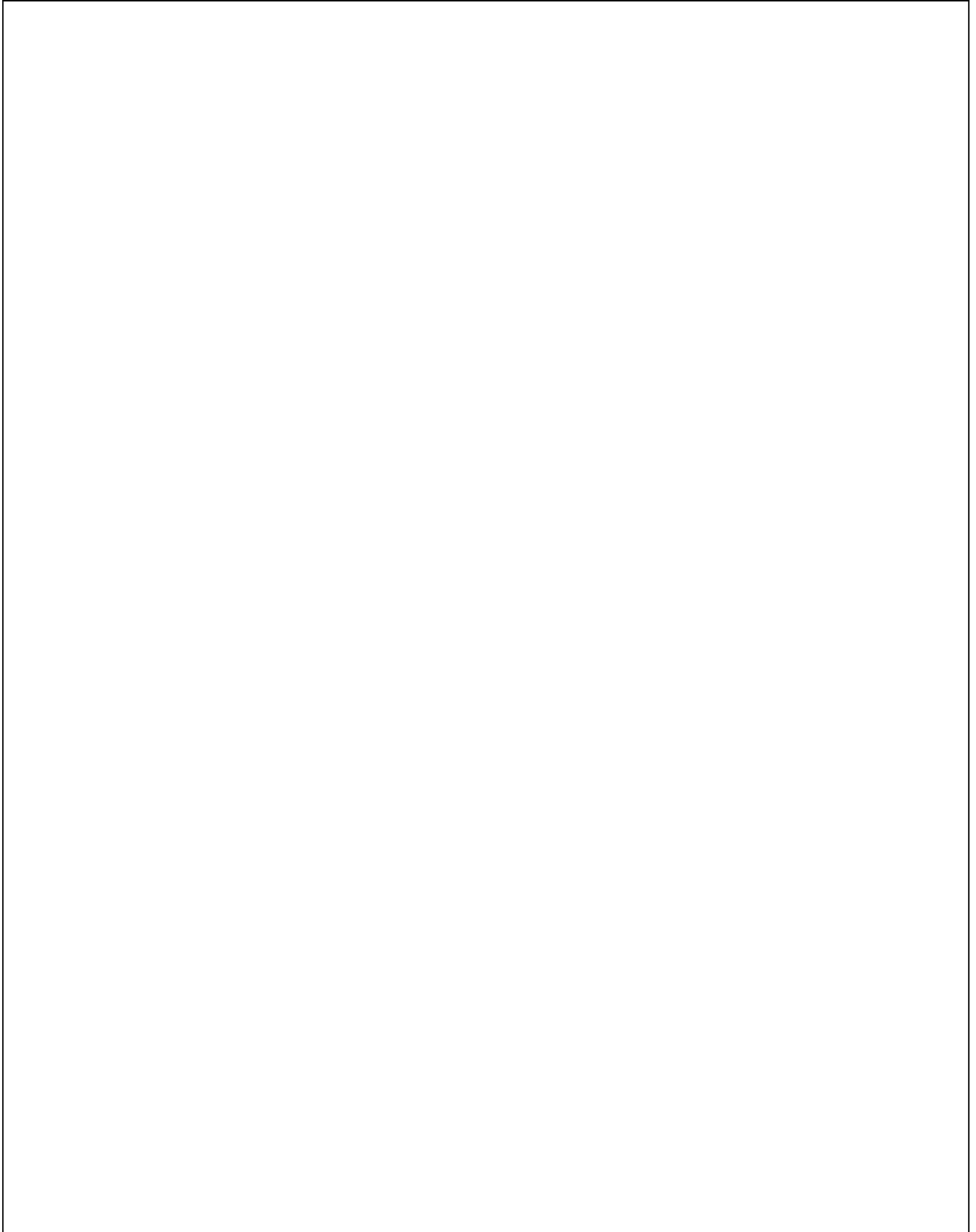
Section 4: Your appeal against the decision to refuse admission

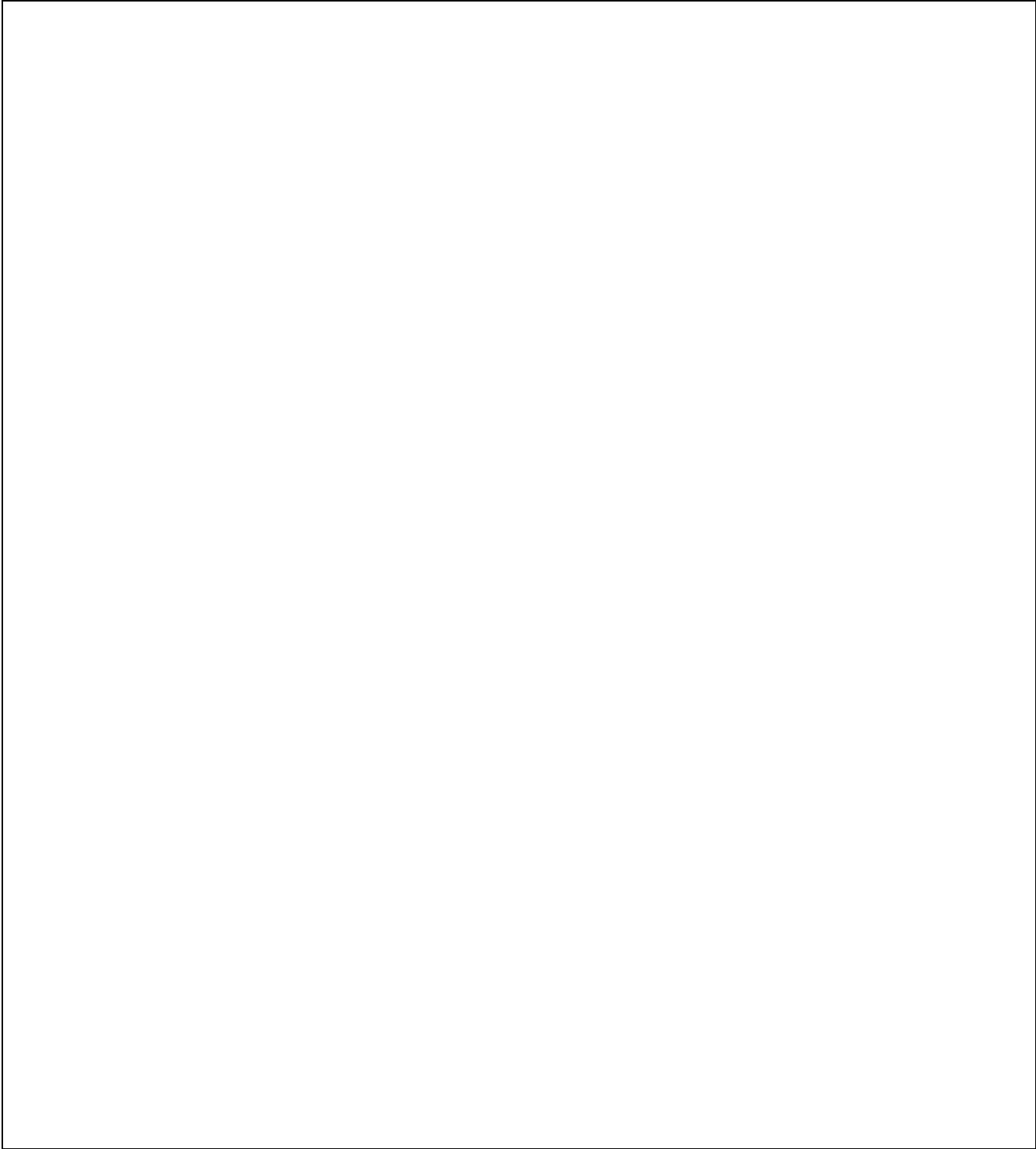
Is your intention to be present in person at your appeal hearing? A hearing will be scheduled to take place within <u>30 school days</u> of receipt of this appeal form.	Yes	No	
If you intend that another person represents you or accompanies you to the hearing, please provide their name(s) and status			
Name	Status		

Please explain why you are appealing against the decision to refuse your child a place at the school.

You, or your representative(s) will have the opportunity to present your case at the appeal hearing and to expand on the information you set out below. Please note: For Key stage 1 appeals, the requirements of the statutory Infant Class Size appeal procedure may restrict the information that an appeal panel can take into account when reaching a decision.

Continue with your statement:





Section 5: Declaration and Signature

In signing this declaration, you confirm that

The information that I have provided on this appeal form is honest and not intended to mislead in any way
The information provided on this Appeal Form may be shared by the Admission Authority for the purpose of responding to any points I have set out and for the preparation of my appeal hearing, subject to the Data Protection Act 1988.
(a) I am entitled to make this appeal as I am the legal Parent/Carer of the child concerned (b) I have the appropriate consent from the legally responsible party to make this appeal on their behalf

Signature of Appellant:	Date :
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Important information relating to the completion of the Appeal Form

School Admission Appeals are subject to the requirements of the School Admission Appeals Code, issued by the Department for Education. A copy can be viewed or downloaded at www.education.gov.uk

The Academy Governors constitute the Admissions Authority and consequently responsible for arranging appeal hearings that arise in connection with decisions to refuse admission to the school.

Arrangements for admission appeals in connection with this school are set out in the governors' published Admission Arrangements which can be downloaded from the school website or a hard copy made available from the School Office

The Governors' Appeal Form has been designed to gather the information necessary to ensure that the child's circumstances are fully appreciated and to enable an appeal hearing to be efficiently and effectively scheduled within the statutory timeframe set out in the School Admission Appeals Code and which was explained in your admission application decision letter.

A parent, or his/her appointed representative must use the governors' appeal form to set out the reasons for the appeal against a decision to refuse admission. This will then be set before an independent appeal panel at the appeal hearing.

The completed appeal form may be hand-delivered to the school Reception Office, or sent to the school by post or email attachment. Safe delivery and the security of the information provided on the appeal form during transit, is the responsibility of the appellant. It is advisable to post by a special delivery service or to obtain a receipt if hand delivered.

Please note: The Law requires that Infant classes have no more than 30 pupils to one qualified teacher. If your child has been refused because the admission of a further child would breach this statutory Infant Class Size limit, you should bear in mind that the powers of an appeal panel to uphold an appeal in these circumstances are very limited. You are strongly advised to refer to Section 4 of the School Admission Appeals Code and research Infant class Size appeal procedure. You should assess your circumstances and take this into consideration before continuing with your appeal.

Please read the following information carefully before completing the Appeal Form:

- Complete this Appeal Form in full and ensure that you date and sign the declaration before submitting by email to admin@steineracademybristol.org.uk or by post to Steiner Academy Bristol, St Matthias Campus, Bristol BS16 2JP.
- A separate Appeal Form must be submitted for each child
- Your appeal will not affect any school place your child currently holds or that has been offered for your child.
- Your appeal will be administered and clerked independently of the Admission Authority. The appeal clerk, or an appointed administrator, will contact you regarding a proposed date and time for your appeal hearing as soon as possible after receipt of your completed appeal form. Please ensure that your contact details are entered correctly for this purpose.
- Approximately 10 calendar days before your scheduled hearing you will receive a written statement from the governors setting out the reasons why a place cannot be made available at the school for your child.
- Additional information may be provided to the Clerk or appointed Appeal Administrator, up to two calendar days before your appeal hearing. No new information may be presented at the hearing, unless the Chair of the Appeal Panel permits this, which will normally only be in exceptional circumstances.



TRANSFER TO SECONDARY EDUCATION SEPTEMBER 2017

ALLOCATIONS SHEET FOR WELLSWAY SCHOOL PLACES AVAILABLE 230

Applications for all schools have been considered under an equal preference system which means that all preferences (1st, 2nd & 3rd) for each school have been considered equally for places under the school's published admissions criteria. If there were any cases where more than one of the school preferences named on the application form could have been met only the highest preference school has been allocated by the Local Authority.

A total of **521** applications were originally received for Wellsway School which has a Published Admission Number of **230**. As the school was oversubscribed applications have been considered by the Governors/Academy Trust and places have been allocated in accordance with the school's published admissions criteria stated in the booklet 'A Secondary School for Your Child' and which are listed below in priority order. If, under any of the categories listed, places were offered and refused, priority was given to those who live closest to the school as measured in a direct line between the home address and the school.

1 place has been offered to a child with a Statement of Special Educational Needs or Education, Health and Care Plan where the school has been named in their statement. This child is included within the Admission Number for the school. The Initial Allocation of places on 01 March 2017 was made on behalf of the Governors/Academy Trust of Wellsway School to:

- A) Children in Public Care (Looked after children or previously looked after children). **3 Children**
- B) Children from within the Area of Prime Responsibility (APR) whose older sibling will be attending the school on the admission date. **49 Children**
- C) Children of staff where that member of staff has been employed for two or more years at the time at which the application is made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. **1 Child**
- D) Children living within the APR. **48 Children**
- E) Children living outside the APR whose older sibling will be attending the school on the admission date. **65 Children**
- F) Children living outside the APR. **63 Children. The furthest direct line distance offered in this category was 1.686 miles.**

117 children in total have initially been refused a place at Wellsway School. (All other preferences originally considered have qualified for another school as a higher preference)

Please Note If you decide to lodge a formal appeal for a place at this particular school your initial notification of intent to appeal should be sent to your home local authority by **15 March 2017** and your letter of appeal for Wellsway School should be sent by no later than **31 March 2017** to The Clerk to the Governors /Academy Trust of Wellsway School C/O Admissions & Transport, Bath & North East Somerset Council, Lewis House, Manvers Street, Bath, BA1 1JG.

Date of Statement: 01 March 2017



Appeal Form - Co-ordinated Admission Scheme

This form should only be used to appeal for Wellsway School

**This completed form should be returned by the requested date to
The Clerk to the Governors
c/o The Admissions & Transport Unit, Bath & North East Somerset, Lewis
House, Manvers Street, Bath, BA1 1JG.**

As this form will be photocopied please complete it in BLACK ink.

Written By:	<i>Name of parent/carer</i>	
Full Name of Child:		
Child's Date of Birth:		
Address of Child:	<div></div> <div></div> <div></div>	
	Postcode:	
Daytime Telephone Number(s):		
Name of School Appealing for and Preference Number:	(ie 1 st , 2 nd , 3 rd)	Preference No

Reasons for Preference/Grounds for Appeal

Any information you wish to submit in support of your appeal should be sent in by you, if possible, with your letter of appeal.

Please indicate if supporting evidence is included with this appeal letter. YES/NO
(delete as appropriate)

[illegible]

(Please Continue Overleaf if needed)

Reasons for Preference/Grounds for Appeal (continued)

[illegible]

If attaching additional sheets please tick ☐ this box