

## **TRANSFER TO SECONDARY SCHOOL - SEPTEMBER 2018 APPLICATIONS FOR ABBEYWOOD COMMUNITY SCHOOL**

438 applications were received by 31 October 2017 for Abbeywood Community School which has an Admission Level of 180 for the Year 7 intake in September 2018. 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.

2 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 178 places have been offered to applicants in the following priority order:

3 child in public care or previously in public care

51 local siblings.

124 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. The farthest child from Abbeywood Community School offered a place under this criterion is measured to a distance of 1.381 miles from the school.

March 2018



## APPEAL FORM

**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:  
Lisa Stevens, c/o Bradley Stoke Community School, Fiddlers Wood Lane, Bradley Stoke, BS32 9BS, or to  
[lisa.stevens@olympustrust.co.uk](mailto:lisa.stevens@olympustrust.co.uk)**

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

For September intakes, please indicate preference: 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>.

### **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 Ashton Park School - September 2018**

As Ashton Park 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 2018-2019' have been applied to allocate the places that are available at the school.

513 on-time applications (205 first preferences, 170 second preferences and 138 third preferences) have been received for Ashton Park 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 school 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. **(2 places)**
2. Those children living within the area of first priority for Ashton Park School, with siblings of statutory school age attending the school, who will still be on roll in September 2018 **(53 places)**
3. Those children who live within the area of first priority for Ashton Park School, **(133 places)**
4. Those children living outside the area of first priority with siblings of statutory school age attending the school who will still be on roll in September 2018 **(27 places)**

## **School Appeals Guidance Notes for Ashton Park 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 4<sup>th</sup> May 2018. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 4<sup>th</sup> May 2018.

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](mailto:enquiries@ace-ed.org.uk) Website: [www.ace-ed.org.uk](http://www.ace-ed.org.uk) Advice Line: 0300 0115 142

## **Letter of Appeal – Ashton Park 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 4<sup>th</sup> May to: School Admissions (City Hall), Bristol City Council, PO Box 3176, BRISTOL, BS3 9FS**

**Date:** March 2018  
**Contact:** School Admissions Team  
**Direct dial:** 01275 884078 / 4014

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

### **Transfer to Secondary School ~ September 2018**

#### **Allocation Sheet for Backwell School**

Tel: 01275 88 4078 / 4014  
 Fax: 01275 884753  
 Email: [admissions@n-somerset.gov.uk](mailto:admissions@n-somerset.gov.uk)  
[www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)

Backwell School has an Admission Number of 270. 545 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.

The school is named in a Statement of Special Educational Needs or Education Health and Care Plan.	1 child
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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.	2 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 (including in the Sixth Form).	132 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, shown on the attached map. For further information on schools' First Geographical Areas please contact the North Somerset School Admissions Team.	104 children
f	Children not in the above categories.	30 children

The distance between home and school for the last child offered a place was 3.120 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.



## **Allocation Statement for Bedminster Down School - September 2018**

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 2018-2019' have been applied to allocate the places that are available at the Academy.

500 on-time applications (272 first preferences, 138 second preferences and 90 third preferences) have been received for Bedminster Down School which has an admission number of 216.

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

2 places are required for children where the Academy is named in their Statement of Special Educational Needs/Education, Health and Care Plan (EHCP).

The remaining 214 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. **(3 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 2018 **(46 places)**
3. Those children who live within the area of first priority for Bedminster Down School **(108 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 2018 **(35 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 **(22 places)**

The furthest distance offered a place in this category was **1.312 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 4<sup>th</sup> May 2018. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 4<sup>th</sup> May 2018.

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](mailto:enquiries@ace-ed.org.uk) Website: [www.ace-ed.org.uk](http://www.ace-ed.org.uk) Advice Line: 0300 0115 142

## **Letter of Appeal – 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 4<sup>th</sup> May to: School Admissions (City Hall), Bristol City Council, PO Box 3176, BRISTOL, BS3 9FS**



## BEECHEN CLIFF

### **TRANSFER TO SECONDARY EDUCATION SEPTEMBER 2018** **ALLOCATIONS SHEET FOR BEECHEN CLIFF SCHOOL**    **PLACES AVAILABLE 170**

Applications for all schools have been considered under an equal preference system which means that all preferences (1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup>) 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 **487** 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 **170**. 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.

**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 remaining places on 01 March 2018 was made on behalf of the Governors/Academy Trust of Beechen Cliff School to:

**Category 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). **2 Children**

**Category 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 or Hayesfield School and who will be in attendance at the time of admission (1<sup>st</sup> September 2018). **81 Children**

**Category 3:** Children of members of staff who have been employed by Beechen Cliff School or Hayesfield for 2 years. **1 Child**

**Category 4:** Up to 12 places to be allocated on the basis of sporting excellence. **12 children**

**Category 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 **28 children with the furthest direct line distance being 1.771 miles** and 40% to boys living to the south of the River Avon. **29 children with the furthest direct line distance being 0.615 miles.**

**Category 6:** 20% of the remaining places were allocated to boys living beyond the Bath City boundary. **14 Children with the furthest direct line distance being 3.334 miles**

**182 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 2018** 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 **12<sup>th</sup> April 2018**.

Date of Statement: 1 March 2018

**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 2018/19**

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 2018 APPLICATIONS FOR BRADLEY STOKE COMMUNITY SCHOOL**

495 applications were received by 31 October 2017 for Bradley Stoke Community School which has an Admission Level of 180 for the Year 7 intake in September 2018. 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

70 local siblings.

105 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 0.599 mile from the school.

March 2018





## 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, c/o Bradley Stoke Community School, Fiddlers Wood Lane, Bradley Stoke, BS32 9BS, or to  
[lisa.stevens@olympustrust.co.uk](mailto:lisa.stevens@olympustrust.co.uk)**

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

For September intakes, please indicate preference: 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>.

### **WAITING LIST**

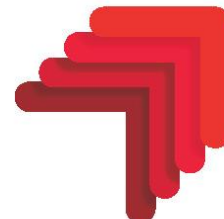
OAT maintains waiting list for each school within the Trust. When a place becomes available, places will be offered in accordance with the oversubscription criteria outlined in the Admissions Policy, which can be found on the School website, and not the length of time an applicant's name has been on 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 2018 – 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 2018-2019' have been applied to allocate the places that are available at the school.

584 on-time applications (288 first preferences, 185 second preferences and 111 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 2018 to 232.

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

This left 230 places to allocate using the published criteria.

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

The **230 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 priority for Bristol Brunel Academy, with siblings of statutory school age attending the school, who will still be on roll in September 2018. **(47 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. **(178 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 2018. **(2 places)**

The furthest distance offered a place in this category was **0.452 km**.



**Bristol Brunel**  
Academy

## Letter of Appeal – Bristol Brunel Academy

### Parent/Carer Contact Details – BLOCK CAPITALS

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

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

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

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

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

### Child's Details

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

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

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

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

### Reasons for Preference/Grounds for Appeal:

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

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

**Please return by 4<sup>th</sup> May to:**

**School Admissions (City Hall), Bristol City Council, PO Box 3176, BRISTOL BS3 9FS**  
Alternatively email a scanned version of this form (or a similar document containing all of the requested information) to **Denisa.akunna@bristol.gov.uk**

## **School Appeals Guidance Notes for 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 4<sup>th</sup> May 2018. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 4<sup>th</sup> May 2018.

Appeals are normally held at City Hall, College Green, Bristol. When you arrive for your appeal, you will be directed to a waiting area. The Clerk to the Independent School Appeals Panel will explain the procedure of the appeal hearing before the appeal begins.

The sequence of events is likely to be:

### School's Case:

- i) Presentation of the school's case by the representative of the Admission Authority
- ii) Questioning by the parent/carer(s) and the Appeal Panel
- iii) Summing-up by the representative of the Admission Authority

### Parent/Carer's Case:

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

If more than one family are appealing for the same school on the same day all parents/carers are invited to the same School's case hearing. The Parent/Carer's case will be held in private and will be confidential. It should not be necessary for a child to attend, or for there to be witnesses, other than a friend or interpreter mentioned previously.

The appeal panel will ask all parties to withdraw while considering a decision. The decision of the appeal panel will be sent to you in writing by the Clerk to the School Appeals Panel. The decisions of appeal panels are binding upon the parent and the Admission Authority, but parents have statutory rights under other legislation should they wish the matter to be investigated further.

### Useful Links

Department for Education (DfE) <https://www.gov.uk/government/publications/school-admissions-code--2>

Advisory Centre for Education provides online leaflets and guidance for parents:

E-mail: [enquiries@ace-ed.org.uk](mailto:enquiries@ace-ed.org.uk) Website: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)



BRISTOL CATHEDRAL  
CHOIR SCHOOL

## **ALLOCATION STATEMENT FOR ENTRY TO YEAR 7 2018**

### **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 2018 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 **1292** 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 2018:**

**6** 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 **144** places have been allocated by applying the oversubscription criteria, in order, as set out in the published admission arrangements 2017/18 for the 1<sup>st</sup> round of allocation:

- 'Looked after' children or 'previously looked after' children (7 places).
- Probationer Choristers at The Cathedral (8 places).
- Music Specialists (15 places).
- Siblings (69 places).
- Son/daughter of BCCS member of staff (none).
- Randomly allocated (45) places)

## YEAR 7 2018 APPEALS GUIDANCE

### **BEFORE COMPLETING AN APPEAL FORM PLEASE READ ALL PAGES IN THIS DOCUMENT**

*‘Under the Education Act a parent/carer has the right to appeal against the decision to refuse their child a place at a school for which they have applied for.’*

As a parent/carer you have expressed a preference to your home local authority regarding the school you would like your child to attend. However, if the year group applied for is oversubscribed and has reached its published admission number (PAN), the admission authority may not be able to meet your preference. Compliance with your preference would “prejudice the provision of efficient education or the efficient use of resources” at the school.

Bristol Cathedral Choir School (BCCS) has an admission number of 120 and has received **1292** on time applications for the academic Year 7 2018/19. However, in coordination with the local authority, governors recognise the huge demand for secondary school places in Bristol and we have agreed with Bristol City Council to a breach in the published admission number to offer an additional 30 places for year 7 2018/19 entry.

All **150** places for year 7 2018/19 entry have been offered in accordance with the oversubscription criteria, in order, as set out in our admission arrangements 2018/19 and there are no further places to offer.

### **How have the 150 places been allocated for year 7 2018?**

6 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 144 places have been allocated by applying the oversubscription criteria, in order of priority, as set out in the published admission arrangements 2018/19 for the 1<sup>st</sup> round of allocation:

- ‘Looked after’ children or ‘previously looked after’ children (7 places).
- Probationer Choristers at The Cathedral (8 places).
- Music Specialists (15 places).
- Siblings (69 places).
- Son/daughter of BCCS members of staff (none).
- Random allocation (45) places)

### **Oversubscription Criteria**

#### **1. Looked after children and previously looked after children.**

A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see the definition in Section 22 (1) of the Children Act 1989). Previously looked

after children includes children who were adopted under the Adoption and Children's Act 2002 (section 46 adoption orders). Subject to Adoption Order, Child Arrangement Order, or Special Guardianship Order.

**2. Probationer Chorister**

The school will admit up to 8 pupils of the year 7 intake based on their membership of the Probationer Chorister programme at Bristol Cathedral. Children admitted under this criterion are not included in the 10% admitted under Music Specialism. If there are more probationer choristers seeking admission than places available then the 8 places would be randomly allocated and the remainder placed on a waiting list.

**3. Music Specialism**

The school will admit up to 10% of the year 7 intake on the basis of those who most clearly demonstrate that they have an **aptitude** in music, using a music aptitude test for pitch, melody, texture and rhythm.

**4. Siblings**

Pupils who, on the date of admission, will have a sibling on roll at BCCS (Year 7 to Year 11 and including Year 12). The term "sibling" means a full, half, adopted, step brother or sister, but not cousins or other family members. A sibling must be living **permanently** with the applicant at the same address at the date of their admission to BCCS. The school may require proof of relationship and/or proof of residence.

**5. Staff**

Pupils who are sons / daughters of serving employees of Bristol Cathedral Choir School. This will include all staff, full and part-time working 28 hours or more per week during term-time and who have been employed permanently at the school for two or more years at the time at which the application for admission to the school is made, and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**6. Random Allocation**

Random allocation will be used as a tie-break to decide the remainder of the places until all 120 have been filled from any of the following postcode areas:

- BS1 to BS11, BS13 to BS16, BS20 to BS25, BS29 to BS32, BS34 to BS37, BS40 and BS41, BS48 and BS49

In the event of any places still available these will be allocated by random allocation to those applicants living outside of the above postcode areas.

However, if children of multiple births (twins and triplets) and are tied for the final place, those siblings will be admitted over PAN.

**How do I appeal for a place at BCCS?**

Once you have received the official paperwork from your local authority which provides the reason why your child's application has been unsuccessful, please respond by the deadline requested.

If you decide to appeal you will need to complete the BCCS appeal pro forma with **your reasons in writing**. The appeal pro forma is available from the school website: <http://bccs.bristol.sch.uk/admissions/appeals>



You will need to submit the appeal pro forma to the school by the deadline of **Tuesday 10<sup>th</sup> April 2018**. You may include any additional information which you feel is relevant to your appeal with this form and return it to: **Admissions, Bristol Cathedral Choir School, College Square, Bristol, BS1 5TS** or email it to [admissions@bristolcathedral.org.uk](mailto:admissions@bristolcathedral.org.uk)

Appeals will not be accepted from applicants who:

- Did not name Bristol Cathedral Choir School on the common application form (CAF).
- Have been offered a higher preference i.e. a school that was placed higher on the CAF than the preference for Bristol Cathedral Choir School.

### **How does the appeal process work?**

Democratic Services at Bristol City Council is employed by BCCS to administer and conduct our appeals. They will organise an independent appeal panel which consists of 3 people with no prior connection with BCCS, a Lay person, a Chair and a member acquainted with education. There will also be a clerk in attendance to minute the appeal.

The independent appeal panel must follow a two stage decision making process for all appeals;

**Stage 1** - You will be invited to attend, which will be in the presence of all those appealing for a place for Year 7. A presenting officer from the school will present the school's case and its decision not to admit the child. The panel will examine the decision by the school to refuse admission, whether the admission arrangements were correctly and impartially applied and whether the admission of an additional child would prejudice the provision of efficient education or the efficient use of resources.

**Stage 2** - This is your individual appeal which will be held in private. The appeal panel must balance the prejudice to the school against your case for your child to be admitted. They will need to take into account your reasons for expressing a preference including what this school can offer your child that the allocated school or other schools cannot.

### **What happens once the appeal has been lodged with the school?**

BCCS will acknowledge receipt of your appeal paperwork by letter or email and will forward all your appeal documents to Democratic Services.

### **When will the appeal be heard?**

The Year 7 2018 appeals for BCCS are scheduled to commence from Monday 4<sup>th</sup> June 2018. You will receive notification in writing from Democratic Services 10 days prior to the appeal hearing with a date and time for you to attend.

### **Where will the appeal be held?**

Appeals for BCCS will be heard at:  
Bristol City Council  
City Hall,  
College Green,  
Bristol  
BS1 5TR.

### **Who decides the outcome of the appeal?**

The independent appeal panel must either uphold or dismiss an appeal. **A panel's decision that a child shall be admitted is binding on the school and the parents.** If your appeal is successful then a place will be offered at the school immediately. As a result successful appeals will take the school over its PAN. If your appeal is unsuccessful then your child will remain on the waiting list.

### **When do we know the result of the appeal?**

You will receive written notification of the outcome of your appeal within five school days of the hearing, wherever possible.

### **What happens about the school place I've already been offered?**

If you appeal, the place you have been offered at another school will be reserved by your home local authority pending the outcome of the appeal for BCCS.

### **What if I change my mind about appealing?**

If, at any time, you want to withdraw your appeal or remove your child's name from the waiting list, please inform Democratic Services [school.appeals@bristol.gov.uk](mailto:school.appeals@bristol.gov.uk)

### **What if I do not attend my appeal hearing?**

Where an appellant fails, or is unable, to attend and it is impractical to offer an alternative date the appeal may go ahead in your absence and a decision reached based on the written information submitted.

### **What if a place becomes available from the waiting list?**

If your child qualifies for a place that has subsequently become available at BCCS whilst you are waiting for your appeal to be heard then in this event your appeal will be cancelled.

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

### **Waiting List**

BCCS is its own admission authority and maintains its own waiting list. The waiting list will consist of applicants who have requested via the local authority to be put on the waiting list, those who lodge an appeal, or late applications.

The waiting list is ranked in line with the oversubscription criteria. Late applicants who are 'looked after' or 'previously looked after' will be considered higher priority than any on time applications. Where a place becomes available and there is no higher priority based on the oversubscription criteria to allocate, we will offer a place by carrying out a fresh round of random allocation of all remaining applicants on the waiting list.

### **Music Specialism Waiting List**

Any applicant who declines a place offered under the 10% music aptitude criterion will be replaced from the next highest ranked applicant from the music specialism waiting list.

### **KEY POINTS – if you choose to appeal**

- Send in your Appeal Pro Forma on time – by Tuesday 10<sup>th</sup> April 2018
- Think about your child's needs
- Find out about BCCS and the school you have been offered
- Decide what is unique about BCCS in terms of meeting your child's needs
- Prepare your case

- Back up your points with evidence – simply stating your child lives locally or has always wanted to attend BCCS is not evidence.

### **What are the appeal statistics for the last 5 years?**

2017 Admission: 43 appeals heard, 5 were upheld

2016 Admission: 48 appeals heard, 5 were upheld.

2015 Admission: 54 appeals heard, 4 were upheld.

2014 Admission: 52 appeals heard, 4 were upheld.

2013 Admission: 52 appeals heard, 6 were upheld.

### **What is the net capacity at BCCS?**

The Department for Education (DfE) has confirmed that academies are not subject to the requirements on net capacity that are imposed upon maintained schools. The DfE agree the admission limit with the sponsor as part of the funding agreement.

If you require any further information please contact the Admissions Officer via email [admissions@bristolcathedral.org.uk](mailto:admissions@bristolcathedral.org.uk) or telephone 0117 353 5016.

This guidance is based on the published admission arrangements for BCCS and the Department for Education, Code of practice on School Admission and School Admission Appeals. For copies of the DfE Codes of Practice please visit [www.education.gov.uk](http://www.education.gov.uk)



BRISTOL CATHEDRAL  
CHOIR SCHOOL

### APPEAL PRO FORMA - YEAR 7 2018/19

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, in writing below:**  
***(Continue on a separate sheet/s if required)***

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

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

Please complete and return this form by **Tuesday 10<sup>th</sup> April 2018** to:  
Admissions, Bristol Cathedral Choir School, College Square, Bristol. BS1 5TS or  
email: [admissions@bristolcathedral.org.uk](mailto:admissions@bristolcathedral.org.uk)



Acting Headteacher: B.Sillince

Bristol Free School  
Concorde Drive  
Bristol BS10 6NJ

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

### Allocation Statement for Bristol Free School - September 2018

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, and remains 200. But in anticipation of the 5 – 10% of families in the APA who also seek places in the independent sector, the school has agreed to Bristol City Council “over offering” by 25 places in the first round only. This is to avoid the large number of students with BFS as a preference being needlessly disappointed in the first round. The criteria stated in Bristol Free School’s admissions policy have been applied to allocate the 225 offers of places at the School in the first round. Any places, including those over 200, accepted in the first round, will be admitted by the school in September 2018

A total of 614 (280 x 1<sup>st</sup> Prefs, 205 x 2<sup>nd</sup> Prefs, 129 x 3<sup>rd</sup> Prefs) on-time applications were received for Bristol Free School. 1 place is required for a child with an Education Health & Care Plan (EHCP) whose needs can be met at the school. This left 224 places to offer 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 2018.

BFS Admissions criteria 2018 - “This admissions policy applies to parents seeking admission for their children from September 2018 onwards.	Places offered
1. Children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989, at the time an application for a school is made; and children who have left care through adoption, a residence order or special guardianship order.	0
2. Children for whom it is essential to be admitted to this school because of special circumstances to do with significant medical or social needs evidenced by written professional advice, explaining why these needs can realistically only be met by Bristol Free School.	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.	68
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), centered upon, the BS9 area, modified to incorporate the area close to the school. i. 20% of the available in the APA 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. <b>The furthest distance offered under this criteria was 701m.</b>	31
ii. 80% of the available places in the APA 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. <b>The furthest distance offered under this criteria was 1.565km.</b>	123
5. Should there be fewer applications from within the APA than there are available, then all applicants from outside the APA will be considered. Again, i. 20% of the available places will be allocated to those applicants whose home address is closest to the school. The point to which measurements will be made is the mid-point on a line drawn between the centre of the Burghill Road and Concorde Drive entrances to the school.	Not Applicable
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.”	Not Applicable

## 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 Council's 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 to Bristol City Council. **Do not send it to the School.**
- Think about your child's needs
- Find out about Bristol Free School and the offered school
- Decide what is unique about Bristol Free School in terms of meeting your child's needs
- Prepare your case
- Back up your points with evidence – *simply stating your child has always wanted to attend Bristol Free School is **not** evidence.*

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

### For Further Information

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

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



## **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 4th May 2018 to:** School Admissions (City Hall), FAO Jim Britton, Bristol City Council, PO Box 3176, Bristol, BS3 9FS OR email a scanned copy of this form (or a document containing the same information) to [james.britton@bristol.gov.uk](mailto:james.britton@bristol.gov.uk)



## HIGH STANDARDS, HIGH ASPIRATIONS, HIGH EXPECTATIONS

### Allocation Statement for BRISTOL METROPOLITAN ACADEMY – September 2018 – 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 2018-2019' have been applied to allocate the places that are available at the school.

524 on-time applications (218 first preferences, 171 second preferences and 135 third preferences) have been received for Bristol Metropolitan Academy which has a published admission number of 180. The school has breached the admission number for Year 7 in September 2018 to 196.

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

This left 192 places to allocate using the published criteria.

### How the Initial Allocation of Places was made

The **192 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 2018. **(25 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. **(136 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 2018. **(27 places)**

The furthest distance offered a place in this category was **3.065 km**.



## **Letter of Appeal – Bristol Metropolitan Academy**

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

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

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

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

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

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

### **Child's Details**

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

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

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

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

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

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

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

**Please return by 4<sup>th</sup> May to:**

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

Alternatively email a scanned version of this form (or a similar document containing all of the requested information) to ***Denisa.akunna@bristol.gov.uk***

## **School Appeals Guidance Notes for 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 4<sup>th</sup> May 2018. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 4<sup>th</sup> May 2018.

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:**

- i) Presentation of the case by the parent/carer
- ii) Questioning by the Appeal Panel/representative of the Admission Authority
- iii) Summing-up by the parent/carer

If more than one family are appealing for the same school on the same day all parents/carers are invited to the same School's case hearing. The Parent/Carer's case will be held in private and will be confidential. It should not be necessary for a child to attend, or for there to be witnesses, other than a friend or interpreter mentioned previously.

The appeal panel will ask all parties to withdraw while considering a decision. The decision of the appeal panel will be sent to you in writing by the Clerk to the School Appeals Panel. The decisions of appeal panels are binding upon the parent and the Admission Authority, but parents have statutory rights under other legislation should they wish the matter to be investigated further.

### **Useful Links**

Department for Education (DfE) <https://www.gov.uk/government/publications/school-admissions-code--2>

Advisory Centre for Education provides online leaflets and guidance for parents:

E-mail: [enquiries@ace-ed.org.uk](mailto:enquiries@ace-ed.org.uk) Website: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)



# 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 2018**

### **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 (1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup>) 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 **255** 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.

**2 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 2018 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). **5 Children**
- B) Children from within the Area of Prime Responsibility (APR) whose older sibling will be attending the school on the admissions date. **48 Children**
- C) Children living within the APR. **86 Children**
- D) Children living outside the APR whose older sibling will be attending the school on the admission date. **27 Children**
- E) Children living outside the APR. **42 Children. The furthest direct line distance offered in this category was 4.201 miles.**

**45 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 2018** and your letter of appeal for Chew Valley School should be sent by no later than **12 April 2018** to Admissions & Transport, Bath & North East Somerset Council, Lewis House, Manvers Street, Bath, BA1 1JG.

Date of Statement: 1<sup>st</sup> March 2018



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.**

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

### **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 2018/2019

#### 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 2018-19", and on the Colston's Girls' School website.\*

#### Our allocation of Year 7 places for September 2018:

The school received a total of 694 on-time applications. The School's PAN for Year 7 is 168\*.

Five places have been reserved for children with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP). The remaining 163 places have been allocated by applying the published oversubscription criteria, in order, as set out in the Admission Arrangements 2018/2019 for the first round of allocation:

Places were allocated as follows:

Applicants with SEN/EHCP	5
Looked After Children	3
Foreign Language scholars	16
Siblings	47
Staff	1
Random Allocation	96

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 24<sup>th</sup> September 2017 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 31<sup>st</sup> October 2017) will be considered after the first round of random allocation. Late applications will be considered under 6.1 f) only.

*\*The PAN has been increased since it was originally published from 140 to 168.*

## ADMISSION PROCEDURES

*(Extract from Admissions Policy 2018/2019)*

Colston's Girls' School will admit pupils with Statements of Educational Needs or Education, Health and Care Plans where Colston's Girls' School is named in the Statement or Plan.

Procedures where Colston's Girls' School is oversubscribed:

Where the number of applications for admission is greater than the published admission number of 168\*, applications will be considered against the criteria as set out in order below:

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% (16 places) 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 24<sup>th</sup> September 2017.

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

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 24<sup>th</sup> September 2017 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 24<sup>th</sup> September 2017 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 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 24<sup>th</sup> September 2017
- (ii) those not attending the Non-Verbal Reasoning Assessment
- (iii) those living outside the above areas, detailed in 6.1 e)





# **Colston's Girls' School**

## **APPEALS PROCEDURE**

**ADMISSIONS 2018/2019**

**Contents Page**

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## The Appeal Hearing

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

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

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

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

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

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

## Admission Criteria & Waiting list information

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

### YEAR 7

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

**The School received 694 applications for the 168\* places that are available for Year 7 entry in September 2018.**

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

### THE ADMISSION CRITERIA (Year 7)

#### Extract from Colston's Girls' School Admissions Policy 2018/2019:

Colston's Girls' School will admit pupils with Statements of Educational Needs or Education, Health and Care Plans where Colston's Girls' School is named in the Statement or Plan.

Procedures where Colston's Girls' School is oversubscribed:

Where the number of applications for admission is greater than the published admission number of 168, applications will be considered against the criteria as set out in order below:

- 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% (16 places) 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 24<sup>th</sup> September 2017.

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

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 24<sup>th</sup> September 2017 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/carer who is a member of staff at Colston’s Girls’ School who has been employed for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

e) RANDOM ALLOCATION – BANDED

Places will be allocated by Random Allocation, to those who have submitted a Supplementary Application Form by the deadline of 24<sup>th</sup> September 2017 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 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 24<sup>th</sup> September 2017
- (ii) those not attending the Non-Verbal Reasoning Assessment
- (iii) those living outside the above areas, detailed in 6.1 e).

## **BANDING**

### **Extract from Colston's Girls' School Admissions Policy 2018/2019:**

- 7.1 Where parents/carers have submitted a Supplementary Application Form by 24<sup>th</sup> September 2017, the applicant will be invited to sit a Non Verbal Reasoning assessment so that they can be placed in an ability band.

The Assessment is on the morning of Saturday 7<sup>th</sup> October 2017 at Colston's Girls' School.

- 7.2 On the basis of the result of the assessment, applicants will be placed into one of five ability bands.
- 7.3 Banding will be applied to paragraphs 6.1 c), d), and e) to ensure an intake that is representative of the ability range of applicants to the school.
- 7.4 Places will be allocated, as far as possible, such that an equal number are given in each band.

7.5 **Failure to attend**

Where an applicant has submitted a Supplementary Application Form but not attended the Non Verbal Reasoning assessment due to pre-advised illness or religious observance, arrangements will be made for the applicant to attend the alternative back-up session on Monday 16<sup>th</sup> October 2017.

Where an applicant does not attend either of these days, they will only be eligible for consideration under oversubscription criteria 6.1 f), Remaining Places.

7.6 **Failure to complete a Supplementary Application Form**

If an applicant fails to complete and submit a Supplementary Application Form by 24<sup>th</sup> September 2017, they will only be eligible for consideration under oversubscription criteria 6.1 f), Remaining Places.

The exception to this would be for Children with Statements of Educational Needs or Education, Health and Care Plans, and for Children in Care (as detailed in 6.1 a).

## AN EXPLANATION OF THE ADMISSIONS CRITERIA

### Random Allocation - Banded

All eligible applicants, who have submitted a Supplementary Application Form by the deadline of 24<sup>th</sup> September 2017 and sat the Non-Verbal Reasoning assessment, and who have not been already been offered a place under the criteria above 6.1 a) to d).

Under this criterion the School does not take into consideration where the applicant lives, only that they live in the catchment area (*i.e. you may have heard of a child who has been offered a place under this criterion but lives at an address further away than your child*).

### Foreign Language Aptitude

The School received 338 applications from applicants who wanted to be considered under this criterion. In order to ensure equal opportunities, these applicants had to take a Foreign Language assessment. **We are not allowed to take into consideration previous language experience.**

### 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, the parent(s)/carer(s) should submit a Supplementary Application Form on behalf of the applicant, by the deadline of 24<sup>th</sup> September 2017.

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 |

### Waiting List

All applicants who have not been offered a place, and notified their local education authority that they wish to go on the school's waiting list, will remain on the reserve list until 1 September 2018. **They will be considered with the other applicants in their ability band if a vacancy occurs regardless of whether the parents appeal or not.**

After 1 September 2018, all applicants may contact the school direct for their daughter's name to be added to the casual waiting list for an in-year admission.

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

If you require any further information regarding the School Admissions procedure, please read the Admissions Policy 2018/2019 which is available from the School website; [www.colstonsgirls.org](http://www.colstonsgirls.org).

## **FOR PARENTS WHO WISH TO APPEAL**

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

Completed forms should be sent to the Clerk to the Appeal Panel c/o Colston's Girls' School.

**Completed appeal forms must be received at the School's address by the closing date Friday 11<sup>th</sup> May 2018.**

The appeals will be heard in private by an Independent Appeal Panel during the week commencing **18<sup>th</sup> June 2018**. The Clerk to the Appeal Panel will notify you of the date and time of your appointment.

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

**Late appeals will only be considered in VERY exceptional circumstances.**

Parents who wish to appeal should complete the Appeal Form on Page 9. This should then be detached and sent to:

**The Clerk to the Appeal Panel  
c/o Colston's Girls' School  
Cheltenham Road  
Bristol  
BS6 5RD**

**Email: [admissions@colstonsgirls.bristol.sch.uk](mailto:admissions@colstonsgirls.bristol.sch.uk)**

*Notes:*

- *The published admission number has been increased since the publication of the Admissions Policy for 2018/19 from 140 to 168.*



## COLSTON'S GIRLS' SCHOOL ACADEMY



**REQUEST FOR AN ADMISSION APPEAL  
YEAR 7 2018/2019**

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>	



## **Allocation Statement for Cotham School - September 2018**

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 2018-2019' have been applied to allocate the places that are available at the Academy.

706 on-time applications (168 first preferences, 292 second preferences and 246 third preferences) have been received for Cotham School which has an admission number of 216. In order to address a shortfall of spaces in this area of Bristol, the school agreed to take an additional 27 pupils, giving a total of 243 places.

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

1 place was offered to a child with Special Educational Needs where the Education Health & Care Plan names Cotham School.

The remaining 242 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 Cotham School, with siblings of statutory school age attending the Academy, who will still be on roll in Years 8-11 in September 2018 **(22 places)**
3. Those children who live within the area of first priority for Cotham School **(88 places)**
4. Those children living outside the area of first priority with siblings of statutory school age attending the Academy who will still be on roll in Years 8-11 in September 2018 **(48 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 **(84 places)**

The furthest distance offered a place in this category was **2.163 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 4<sup>th</sup> May 2018. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 4<sup>th</sup> May 2018.

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](mailto:enquiries@ace-ed.org.uk) Website: [www.ace-ed.org.uk](http://www.ace-ed.org.uk) Advice Line: 0300 0115 142

## Letter of Appeal – Cotham School

### Parent/Carer Contact Details – BLOCK CAPITALS

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

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

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

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

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

### Child's Details

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

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

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

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

### Reasons for Preference/Grounds for Appeal:

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

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

**Please return by 4<sup>th</sup> May 2018 to: School Admissions (City Hall), Bristol City Council, PO Box 3176, BRISTOL, BS3 9FS. Alternatively email a scanned version of this form (or a similar document containing all of the requested information) to james.britton@bristol.gov.uk**

Downend School  
Westerleigh Road  
Downend  
South Gloucestershire  
BS16 6XA

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



## DOWNEND SCHOOL

### **TRANSFER TO SECONDARY SCHOOL, SEPTEMBER 2018 APPLICATIONS FOR DOWNEND SCHOOL**

595 applications were received by 31 October 2017 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.

8 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 232 places have been offered to applicants in the following priority order:

2 children in public care or previously in public care

76 local siblings

154 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 1.008 mile from the school.

March 2018

Downend School  
Westerleigh Road  
Downend  
South Gloucestershire  
BS16 6XA

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



## **DOWNEND SCHOOL**

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

### **LETTER OF APPEAL FOR DOWNEND SCHOOL**

Preference: 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> (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](mailto:admin@downend.com)  
[www.downend.com](http://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 2018 – 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 2018-2019' have been applied to allocate the places that are available at the school.

537 on-time applications (215 first preferences, 156 second preferences and 166 third preferences) have been received for Fairfield High School which has a published admission number of 216.

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

This left 216 places to allocate using the published criteria.

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

The **216 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 priority for Fairfield High School, with siblings of statutory school age attending the school, who will still be on roll in September 2018. **(47 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. **(112 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 2018. **(45 places)**
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. **(9 places)**

The furthest distance offered a place in this category was **1.160 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





**Fairfield  
High School**  
*Achieving Excellence*

## **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 4<sup>th</sup> May to:**

**School Admissions (City Hall), Bristol City Council, PO Box 3176, BRISTOL BS3 9FS**  
Alternatively email a scanned version of this form (or a similar document containing all of the requested information) to [Denisa.akunna@bristol.gov.uk](mailto:Denisa.akunna@bristol.gov.uk)

## **School Appeals Guidance Notes for Fairfield High School**

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

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

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

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

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

You are also welcome to submit additional letters of support from professionals or other parties who have been, or are currently, involved with your child. Please submit all supporting documentation by 4<sup>th</sup> May 2018. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 4<sup>th</sup> May 2018.

Appeals are normally held at City Hall, College Green, Bristol. When you arrive for your appeal, you will be directed to a waiting area. The Clerk to the Independent School Appeals Panel will explain the procedure of the appeal hearing before the appeal begins.

The sequence of events is likely to be:

### **School's Case:**

- i) Presentation of the school's case by the representative of the Admission Authority
- ii) Questioning by the parent/carer(s) and the Appeal Panel
- iii) Summing-up by the representative of the Admission Authority

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

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

If more than one family are appealing for the same school on the same day all parents/carers are invited to the same School's case hearing. The Parent/Carer's case will be held in private and will be confidential. It should not be necessary for a child to attend, or for there to be witnesses, other than a friend or interpreter mentioned previously.

The appeal panel will ask all parties to withdraw while considering a decision. The decision of the appeal panel will be sent to you in writing by the Clerk to the School Appeals Panel. The decisions of appeal panels are binding upon the parent and the Admission Authority, but parents have statutory rights under other legislation should they wish the matter to be investigated further.

### **Useful Links**

Department for Education (DfE) <https://www.gov.uk/government/publications/school-admissions-code--2>

Advisory Centre for Education provides online leaflets and guidance for parents:

E-mail: [enquiries@ace-ed.org.uk](mailto:enquiries@ace-ed.org.uk) Website: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

**Date:** March 2018  
**Contact:** School Admissions Team  
**Direct dial:** 01275 884078 / 4014

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

### **Transfer to Secondary School ~ September 2018**

#### **Allocation Sheet for Gordano School**

Tel: 01275 88 4078 / 4014  
 Fax: 01275 884753  
 Email: [admissions@n-somerset.gov.uk](mailto:admissions@n-somerset.gov.uk)  
[www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)

Gordano School has an Admission Number of 336. 475 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 336 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.

The school is named in a Statement of Special Educational Needs or Education Health and Care Plan.	1 child
--	---------

1	A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who, at the time of application, is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22 (1) of the Children Act 1989 applies).	2 children
2	Children who reside within the Gordano School catchment area who have a sibling on roll at the school at the time of application who will still be on roll at the time of admission and who lives at the same home address.	122 children
3	Children who reside within the Gordano School catchment area	201 children
4	Children not satisfying a higher criterion	10 children

The distance between home and school for the last child offered a place was 3.595 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.



# Hayesfield Girls' School

*Achieving Ambitions*

## **TRANSFER TO SECONDARY EDUCATION SEPTEMBER 2018**

### **ALLOCATIONS SHEET FOR HAYESFIELD GIRLS' 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 **481** applications were originally received for Hayesfield Girls' School which has a published Admission Number of **224**. However, in coordination with the local authority, the Governors/Academy Trust recognises the huge demand for secondary school places in Bath. Therefore the Governors/Academy Trust agreed to work to a higher admission number of **230 for Sept 2018**. 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.

#### **0 places have been offered to children with a Statement of Special Educational Needs.**

The initial allocation of places on 01 March 2018 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. **7 Children**

**2a.** 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 (01 Sept 2018). **49 Children**

**2b.** 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 Beechen Cliff School and who will be in attendance at the time of admission (01 Sept 2018). **35 Children**

**3.** Children of staff at the school where the member of staff has been employed by the school for two or more years at the time at which the application for admission to the school is made. **3 Children**

**4.** Up to 12 places to be allocated on the basis of sporting or musical 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. Those living closer to the School, as measured in a direct line on a map from the address point for the child's home address to the point of the intersection of the road between Bruton Ave and the A367 (Wells Road), will be accorded higher priority. This geographical point has been chosen as the midpoint between both Hayesfield and Beechen Cliff Schools. **99 Children. The furthest direct line distance offered in this category was 1.194 miles.**

**6.** 20% of remaining places have been allocated to girls living beyond the Greater Bath Consortium boundary. Those living closer to the School, as measured in a direct line on a map from the address point for the child's home address to the point of the intersection of the road between Bruton Ave and the A367 (Wells Road), will be accorded higher priority. This geographical point has been chosen as the midpoint between both Hayesfield and Beechen Cliff Schools. **25 Children. The furthest direct line distance offered in this category was 3.50047 miles.**

Upper Oldfield Park  
Bath, BA2 3LA

Brougham Hayes  
Bath, BA2 3QX

Tel: 01225 426151  
www.hayesfield.com

Headteacher:  
Emma Yates B Eng





# Hayesfield Girls' School

*Achieving Ambitions*

**144 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 **15<sup>th</sup> March 2018** and your letter of appeal to the Clerk to Appeals Panel, Hayesfield Girls' School, Upper Oldfield Park, Bath, BA2 3LA by no later than **12<sup>th</sup> April 2018**.

Date of Statement: 01 March 2018

Upper Oldfield Park  
Bath, BA2 3LA

Brougham Hayes  
Bath, BA2 3QX

Tel: 01225 426151  
[www.hayesfield.com](http://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 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> )

**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)
<b>Reasons for Preference/Grounds for Appeal (continued)</b>







## **A PARENT'S GUIDE WHERE JOHN CABOT ACADEMY IS UNABLE TO MAKE AN OFFER OF A PLACE FOR YEAR 7 ADMISSIONS 2018**

**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 temporarily increased the Pupil Admission Number for 2018 from 160 to 175 for Year 7 places in September 2018.

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 610 on time applications.

### **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 610 applications received, the 175 places have been allocated as follows:

- 1 place has been reserved for a student with a Statement of Special Educational Need or Education Health & Care Plan.
- 2 places allocated to students defined as a 'Child in Care' (CIC).
- 59 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.
- 113 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:**

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

2017 Admissions: we received 11 Appeals; 6 withdrew, 5 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](http://www.cabot.ac.uk) or contact the Admissions Officer at:

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

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

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



## JOHN CABOT ACADEMY ADMISSIONS 2018

### LETTER OF APPEAL

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

Contact telephone numbers: \_\_\_\_\_

Current School: \_\_\_\_\_

Full name of Parent/Carer: \_\_\_\_\_

Do you wish to attend the hearing of your Appeal? YES/NO (delete as appropriate)

Do you intend to be represented or accompanied by a friend at the hearing?

YES/NO (delete as appropriate).

If YES, please give details of the name of this person: \_\_\_\_\_

\_\_\_\_\_

*Please continue over*

**In order for us to provide full information to the independent appeals panel please read the Academy's Admissions Policy/Arrangements and give full details of the reasons for your appeal. Please continue on a separate sheet if you need to and attach any documentary evidence you wish to submit.**

**I wish to appeal against the decision not to offer my child a place at John Cabot Academy. I confirm that all the information I have provided is accurate. I also agree that checks may be carried out to verify accuracy.**

**Signed Parent /Carer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**The deadline to register your appeal with John Cabot Academy is 27 April 2018. Please complete and send this appeal form by this date to:**

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

## **Allocation Statement for Oasis Academy John Williams - September 2018**

As Oasis Academy 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 2018-2019' have been applied to allocate the places that are available at the Academy.

485 on-time applications (224 first preferences, 150 second preferences and 111 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 in response to parental preference.

### **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 179 places have been allocated using the Academy's published admissions criteria to the following children:

1. Those children who are defined as 'Children in Care' at the time of the application; 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. **(3 places)**
2. Those children with siblings 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 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. **(63 places)**
3. Those children who live the nearest by direct line distance from the Academy within the area of first priority. **(113 places)**

The furthest distance offered a place in this category was **1.692 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 4<sup>th</sup> May 2018. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 4<sup>th</sup> May 2018.

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](mailto:enquiries@ace-ed.org.uk) Website: [www.ace-ed.org.uk](http://www.ace-ed.org.uk) Advice Line: 0300 0115 142

## **Letter of Appeal – 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 4<sup>th</sup> May to: School Admissions (City Hall), Bristol City Council, PO Box 3176, BRISTOL, BS3 9FS**

**TRANSFER TO SECONDARY EDUCATION SEPTEMBER 2018**  
**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 (1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup>) 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 **666** applications were originally received for Oldfield School which has a published Admission Number of **180**. However, in coordination with the local authority, the Governors/Academy Trust recognises the huge demand for secondary school places in Bath. Therefore the Governors/Academy Trust agreed to work to a higher admission number of **200** for **Sept 2018**. 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.

**2 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 2018 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). **3 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. **94 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. Those children who live nearest to the school, as measured in a direct line between the home and the school as outlined on page 57 of the booklet 'A Secondary School for your Child'. **101 Children with the furthest direct line distance being 4.186 miles**

**145 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 **15<sup>th</sup> March 2018** and your letter of appeal to the Clerk to Appeals Panel, Oldfield School, Kelston Road, Bath, BA1 9AB by no later than **12<sup>th</sup> April 2018**.

Date of Statement: 01 March 2018



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 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> )

**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 2018**

**ALLOCATIONS SHEET FOR RALPH ALLEN SCHOOL**

**PLACES AVAILABLE 210**

Applications for all schools have been considered under an equal preference system which means that all preferences (1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup>) 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 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 **210**. 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.

**4 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 2018 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. **102 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. **98 children. The furthest direct line distance offered in this category was 2.305 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**

**157 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 2018** and your letter of appeal for Ralph Allen School should be sent by no later than **12<sup>th</sup> April 2018** 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 2018



**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 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> )

**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 2018 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 2018-2019' have been applied to allocate the places that are available at the school.

864 on-time applications (326 first preferences, 306 second preferences and 232 third preferences) have been received for Redland Green School which has a published admission number of 216. The school has breached the admission number for Year 7 in September 2018 to 232.

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

This left 226 places to allocate using the published criteria.

### How the Initial Allocation of Places was made

The **226 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, 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 2018. **(95 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. **(131 places)**

The furthest distance offered a place in this category was **1.203 km**.



## Letter of Appeal – Redland Green School

### Parent/Carer Contact Details – BLOCK CAPITALS

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

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

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

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

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

### Child's Details

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

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

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

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

### Reasons for Preference/Grounds for Appeal:

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

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

**Please return by 4<sup>th</sup> May to:**

**School Admissions (City Hall), Bristol City Council, PO Box 3176, BRISTOL BS3 9FS**  
Alternatively email a scanned version of this form (or a similar document containing all of the requested information) to [Denisa.akunna@bristol.gov.uk](mailto:Denisa.akunna@bristol.gov.uk)



### **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 4<sup>th</sup> May 2018. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 4<sup>th</sup> May 2018.

Appeals are normally held at City Hall, College Green, Bristol. When you arrive for your appeal, you will be directed to a waiting area. The Clerk to the Independent School Appeals Panel will explain the procedure of the appeal hearing before the appeal begins.

The sequence of events is likely to be:

#### School's Case:

- i) Presentation of the school's case by the representative of the Admission Authority
- ii) Questioning by the parent/carer(s) and the Appeal Panel
- iii) Summing-up by the representative of the Admission Authority

#### Parent/Carer's Case:

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

If more than one family are appealing for the same school on the same day all parents/carers are invited to the same School's case hearing. The Parent/Carer's case will be held in private and will be confidential. It should not be necessary for a child to attend, or for there to be witnesses, other than a friend or interpreter mentioned previously.

The appeal panel will ask all parties to withdraw while considering a decision. The decision of the appeal panel will be sent to you in writing by the Clerk to the School Appeals Panel. The decisions of appeal panels are binding upon the parent and the Admission Authority, but parents have statutory rights under other legislation should they wish the matter to be investigated further.

#### Useful Links

Department for Education (DfE) <https://www.gov.uk/government/publications/school-admissions-code--2>  
Advisory Centre for Education provides online leaflets and guidance for parents:

E-mail: [enquiries@ace-ed.org.uk](mailto:enquiries@ace-ed.org.uk) Website: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

# St. Bede's Catholic College

Specialist Science and Sports College

Long Cross, Lawrence Weston, Bristol, BS11 0SU

T: 0117 377 2200 E: [contact@stbedesccl.org](mailto:contact@stbedesccl.org) W: [www.stbedesccl.org](http://www.stbedesccl.org)

Principal: Ms C Hughes, B.Ed



1<sup>st</sup> March 2018

Dear Parent

## Allocation of Places to St Bede's Catholic College September 2018

As St Bede's Catholic College is over-subscribed the criteria published in the Governors' Admissions Policy have been applied to allocate the 207 places that are available.

All applications received by Governors and the Local Authority by the published deadline of 31<sup>st</sup> October 2017, falling into priority 2, 3, 4, 5, 6 have been offered places. There were no applications within priority 1 or 7. Offers have been made to 4 applicants in priority 8 drawn by random allocation. In addition, places have been reserved for 4 pupils with a statement of Special Educational Need/Education, Health and Care Plan. In total, 203 offers have now been made.

The remaining applicants in priority 8 and all applicants in priorities 9 and 10 unfortunately have not been successful at this stage in securing a place with us for September 2018. 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 Thursday 12<sup>th</sup>, April 2018, 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 5<sup>th</sup> June 2018. 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 12<sup>th</sup> April 2018.***

## Appeal for a September 2018 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 2018.

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.

[illegible]



# 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](http://www.stbems.bristol.sch.uk)  
[info@stbems.bristol.sch.uk](mailto:info@stbems.bristol.sch.uk)

## **Allocation Statement for St Bernadette Catholic Secondary School - September 2018**

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 2018-2019' have been applied to allocate the places that are available at the school.

313 on-time applications (116 first preferences, 124 second preferences and 73 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 were allocated to the following children:

Baptised Catholic children (67 places).

Looked after children (5 places).

Children with a brother or sister who will be attending St Bernadette Catholic Secondary School at the time of admission (31 places).

Children of other Christian denominations (20 places).

Children of non-Christian traditions (3 places).

Other children (24 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](http://www.stbems.bristol.sch.uk)  
[info@stbems.bristol.sch.uk](mailto:info@stbems.bristol.sch.uk)

## **Admission Appeal Timetable**

### **Year 7 Admission – September 2018**

#### **On-Time Applicants:**

Appeals must be lodged with the school by 13<sup>th</sup> April 2018

On-time appeals will be heard by 15<sup>th</sup> June 2018

#### **Late Applicants (applications received after closing date of 31st October 2017)**

Appeals will be heard by 15<sup>th</sup> June 2018 where possible or within 30 days of the appeal being lodged.

#### **In Year Admission Appeals**

Appellants have 21 school days from the date of notification that their application is unsuccessful to prepare and lodge their written appeal.

## **Appeals Procedures**

Appeals for St Bernadette Catholic Secondary School are arranged by the Clifton Diocese Schools and Colleges Department.

The Clerk to the independent appeal panel will ensure that:

- Appellants receive at least 10 school days' notice of their appeal hearing
- The appeal panel papers are sent to panel members and other parties involved within a reasonable timescale
- Decision letters are sent within five school days of the hearing wherever possible



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

**www.stberns.bristol.sch.uk**  
**info@stberns.bristol.sch.uk**

Appeals for on-time applications should be returned to Mrs Nunnerley, at the school, by 13<sup>th</sup> April 2018.

The form can be emailed to her at [info@stberns.bristol.sch.uk](mailto:info@stberns.bristol.sch.uk)

## Growing and Learning in Faith

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

Name of Parent/Carer	
Signature of Parent/Carer	
Date	

**Allocation Statement for St Mary Redcliffe & Temple School  
September 2018**

**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)	3
A	Church applicants who are Looked After Children or previously Looked after Children	2
B1	Church Applicants	194
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



# **ST MARY REDCLIFFE AND TEMPLE CE VA SECONDARY SCHOOL**

## **Year 7 Admissions – September 2018**

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 ensure that you return this form together with any supporting paperwork to the address below no later than 23 March 2018:

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

# Wellsway School

A Specialist Sports and Science College



## **TRANSFER TO SECONDARY EDUCATION SEPTEMBER 2018**

### **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 (1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup>) 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 **314** 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 2018 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). **1 Child**
- B) Children from within the Area of Prime Responsibility (APR) whose older sibling will be attending the school on the admission date. **52 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. **0 Child**
- D) Children living within the APR. **60 Children**
- E) Children living outside the APR whose older sibling will be attending the school on the admission date. **49 Children**
- F) Children living outside the APR. **67 Children. The furthest direct line distance offered in this category was 1.679 miles.**

**84 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 2018** and your letter of appeal for Wellsway School should be sent by no later than **12 April 2018** 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: 1<sup>st</sup> March 2018



## 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 Admissions & Transport, 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> <div></div>	
Daytime Telephone Number(s):		
Name of School Appealing for and Preference Number:	(ie 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> )	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**