

## **TRANSFER TO SECONDARY SCHOOL - SEPTEMBER 2019 APPLICATIONS FOR ABBEYWOOD COMMUNITY SCHOOL**

490 applications were received by 31 October 2018 for Abbeywood Community School which has an Admission Level of 180 for the Year 7 intake in September 2019. 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.

8 places were required for children with an Education, Health and Care Plan which names Abbeywood Community School. The remaining 172 places have been offered to applicants in the following priority order:

3 child in public care or previously in public care

64 local siblings.

105 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 1.151 miles from the school.

March 2019



## 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, Bradley Stoke Community School, Fiddlers Wood Lane, Bradley Stoke, BS32 9BS**

Name of parent/carers	
Telephone number	
Email address (please print)	
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 2019**

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 2019-2020' have been applied to allocate the places that are available at the school.

473 on-time applications (212 first preferences, 133 second preferences and 128 third preferences) have been received for Ashton Park School which has an admission number of 216.

As the Academy is oversubscribed the Academy Trust has agreed to increase the admission number to 224 for this year's entry.

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

2 places are required for children where the school is named in their Education, Health and Care Plan.

The remaining 222 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 2019. **(56 places)**
3. Those children who live within the area of first priority for Ashton Park School. **(132 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 2019. **(17 places)**
5. Those children living outside the area of first priority for Ashton Park School who live closest to the Academy as measured in a direct line from the home address to the Academy. **(15 places)**

The furthest distance offered a place in this category was **2.731 km**

## **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 3rd May 2019. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 3rd May 2019.

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

The sequence of events is likely to be:

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

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

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

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

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

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

### **Useful Links**

Department for Education (DfE) <https://www.gov.uk/government/publications/school-admissions-code--2>  
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 3rd 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 [school.admissions@bristol.gov.uk](mailto:school.admissions@bristol.gov.uk)



### **National Offer Day (1 March 2019)**

Backwell School has a Published Admission Number of 270.

300 preferences 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 or Education Health and Care Plan, the admission authority is legally required to admit the child to the school. Therefore such children are allocated places before the admissions criteria, detailed below, are applied.

	<b>Number of offers</b>
The school is named in a Statement of Special Educational Needs or Education Health and Care Plan.	0

	<b>Admissions criteria</b>	<b>Number of offers</b>
i	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.	3
ii	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
iii	Children with a brother or sister who will be attending the school (including in the Sixth Form).	107
iv	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.	2
v	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.	102
vi	Children not in the above categories.	56

The distance between home and school for the last child offered a place was 3.624 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.

**ONLY USE THIS FORM TO APPEAL FOR A NORTH SOMERSET SCHOOL**

**1. Childs details**

First name (s)

Last name

Date of birth

Male

☐

Female

☐

Address

Postcode

**2. Applicants details**

First name(s)

Last name

Home Phone

Work Phone

Mobile Phone

Email address

Relationship to child  
*e.g. mother, father*

**3. School appealing for**

Name of the school  
being appealed for

**4. Declaration**

North Somerset Council is registered with the Information Commissioner's Office for the purposes of processing personal data.

The information you provide will be held and used in accordance with the requirements of UK and European data protection law. The information will form part of your School appeals account, which will be held for two years.

Unless otherwise agreed with you, we will only collect the minimum personal data required to deliver the service, which **includes child's name date of birth and home address, applicant name address and contact information.** It does not include any special category personal information, or information relating to criminal convictions or offences.

The information will be used for the administration of School Appeals; our statutory duty under the School Admissions Code December 2014 (GDPR Article 6(1)(c)).

We will not use your personal information in a way that may cause you unwarranted nuisance. Failure to provide the information could result in the school appeal not being processed.

The information provided may be shared with schools, other council departments, other councils, North Somerset Community Partnership and Early Years setting (e.g. pre-schools), who have demonstrated that they have a lawful and legitimate interest in the information. The information will be used for the purposes of arranging and hearing a school appeal. At no point is your data shared or processed outside of the UK.

We may lawfully disclose information to public sector agencies to prevent or detect fraud or other crime, or to support the national fraud initiatives and protect public funds under the Local Audit and Accountability Act 2014. Under the

conditions of the Digital Economy Act 2017, we may also share personal data provided to us with other public authorities as defined in the Act, for the purposes of fraud or crime detection or prevention, to recover monies owed to us, to improve public service delivery, or for statistical research. We do not share the information with other organisations for commercial purposes.

You have the right to see the personal data we process about you, as well as the right of objection, rectification, restriction and erasure in some circumstances. For details of how to make such a request, please click [here](#).

If you have any questions or concerns about the way we process your personal data, our Data Protection Officer can be contacted at [DPO@n-somerset.gov.uk](mailto:DPO@n-somerset.gov.uk).

***I certify that I am the person with parental responsibility for the child named above and the information given is true and to the best of my knowledge and belief.***

Signature

Date

**My reasons for appealing are:**

(Please attach additional sheets if necessary)

## **Allocation Statement for Bedminster Down School - September 2019**

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 2019-2020' have been applied to allocate the places that are available at the Academy.

496 on-time applications (268 first preferences, 165 second preferences and 63 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 Education, Health and Care Plan.

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 attending Cheddar Grove or Wansdyke Primary Schools. **(61 places)**
3. 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 2019. **(38 places)**
4. Those children who live within the area of first priority for Bedminster Down School. **(66 places)**
5. 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 2019. **(23 places)**
6. 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. **(23 places)**

The furthest distance offered a place in this category was **1.610 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 3rd May 2019. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 3rd May 2019.

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

The sequence of events is likely to be:

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

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

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

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

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

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

### **Useful Links**

Department for Education (DfE) <https://www.gov.uk/government/publications/school-admissions-code--2>  
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 3rd 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 [school.admissions@bristol.gov.uk](mailto:school.admissions@bristol.gov.uk)



## BEECHEN CLIFF

### **TRANSFER TO SECONDARY EDUCATION SEPTEMBER 2019** **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>, 4<sup>th</sup> & 5<sup>th</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 **416** 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 2019 was made on behalf of the Governors/Academy Trust of Beechen Cliff School to:

**Category A:** 'Looked After Children and Previously Looked After Children': this is defined as a boy who is in the care of a local authority or provided with accommodation by that authority or who was previously looked after, but ceased to be so because they were adopted, became subject to a residence order or special guardianship order (See Section 22 of the Children Act 1989). **0 Children**

**Category B:** Where the applicant has a brother or sister, half-brother or half-sister, or step brother or step sister living at the same address for the majority of his/her time (more than 2.5 school days per week) and currently attending Beechen Cliff School and who will be in attendance at the time of application to the school (31st October 2018) **41 Children**

**Category C:** Children of staff at Beechen Cliff school, in either or both of the following circumstances,  
a) where the member of staff has been employed by the school for two or more years at the time at which the application is made, and/or  
b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. **2 Children**

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

**Category E:** Within the Bath City boundary, after the allocation of places under criteria A to D, 38% of the remaining places were allocated to boys living to the north of the River Avon **41 children with the furthest direct line distance being 2.742 miles** and 42% to boys living to the south of the River Avon. **49 children with the furthest direct line distance being 1.356 miles.**

Category F: 20% of the remaining places were allocated to boys living beyond the Bath City boundary. **22 Children with the furthest direct line distance being 5.605 miles**

**36 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 2019** 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 01 April 2019.**

Date of Statement: 1 March 2019



**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 2019/20**

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 2019 APPLICATIONS FOR BRADLEY STOKE COMMUNITY SCHOOL**

509 applications were received by 31 October 2018 for Bradley Stoke Community School which has an Admission Level of 180 for the Year 7 intake in September 2019. 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.

5 places were required for children with an Education, Health and Care Plan which names Bradley Stoke Community School. The remaining 175 places have been offered to applicants in the following priority order:

4 children in public care or previously in public care

72 local siblings.

99 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 0.670 mile from the school.

March 2019



## APPEAL FORM

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

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

Name of parent/carer	
Telephone number	
Email address (please print)	
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 2019 – 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 2019-2020' have been applied to allocate the places that are available at the school.

571 on-time applications (274 first preferences, 183 second preferences and 114 third preferences) have been received for Bristol Brunel Academy which has a published admission number of 232. The school has breached the admission number for Year 7 in September 2019 to 261.

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

This left 259 places to allocate using the published criteria.

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

The **259 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. (**10 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 2019. (**51 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. (**146 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 2019. (**30 places**)
5. Children who live outside the area of first priority for Bristol Brunel Academy, who live closest to the school as measured in a direct line from the home address to the school. (**22 places**)

The furthest distance offered a place in this category was **1.539 km**.

## 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 3<sup>rd</sup> May 2019 to:**

**School Admissions (City Hall), Bristol City Council, PO Box 3176, BRISTOL BS3 9FS**  
Alternatively email a scanned version of this form (or a similar document containing all of the requested information) to **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 3<sup>rd</sup> May 2019. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 3<sup>rd</sup> May 2019.

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

The sequence of events is likely to be:

### School's Case:

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

### Parent/Carer's Case:

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

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

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

### Useful Links

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)





## **ALLOCATION STATEMENT FOR ENTRY TO YEAR 7 2019**

**Bristol Cathedral Choir School (BCCS)** is an Academy run independently from the local authority and funded directly by the Department for Education for an agreed published admission number (PAN) of 120 students. BCCS is part of the Coordinated Admissions Scheme with Bristol City Council.

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

### **Why has my child been unsuccessful in gaining a place at BCCS?**

BCCS has received **1360** on-time applications for the 150 places available and is therefore unable to offer places to every applicant who applied.

### **How have the 150 places been allocated for year 7 2019?**

**6** places have been reserved at the request of the SEN team for children with an 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 2019/20 for the 1<sup>st</sup> round of allocation:

- 'Looked after' children or 'previously looked after' children (11 places).
- Probationer Choristers at The Cathedral (8 places).
- Music Specialists (15 places).
- Siblings (55 places).
- Son/daughter of BCCS member of staff (1 place).
- Randomly allocated (54) places)





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)

Headteacher: Mrs S. King

### Allocation Statement for Bristol Free School - September 2019

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 24 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 224 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 2019

A total of **511 (201 x 1<sup>st</sup> Prefs, 168 x 2<sup>nd</sup> Prefs, 142 x 3<sup>rd</sup> Prefs)** on-time applications were received for Bristol Free School. **4** places are required for children with an Education Health & Care Plan (EHCP) whose needs can be met at the school. This left **220** 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 2019.

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.	2
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.	0
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.	63
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.	31
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.	
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.	124
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,	Not Applicable
i. 20% of the available places will be allocated to those applicants whose home address is closest to the school. The point to which measurements will be made is the mid-point on a line drawn between the centre of the Burghill Road and Concorde Drive entrances to the school.	
ii. 80% of the available places will be allocated to those whose home address is closest to a point defined by the mid-point at the junction of Elmlea Avenue and Rylestone Grove; this point lies close to the centre of the NPA. In this instance, places available is defined as the number remaining after the application of criteria 1, 2, 3, 4i and 4ii.”	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 3<sup>rd</sup> May 2019 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)

**\*\*please do NOT return this document to the school\*\***

## **HIGH STANDARDS, HIGH ASPIRATIONS, HIGH EXPECTATIONS**

### **Allocation Statement for BRISTOL METROPOLITAN ACADEMY – September 2019 – 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 2019-2020' have been applied to allocate the places that are available at the school.

456 on-time applications (198 first preferences, 161 second preferences and 97 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 2019 to 220.

4 places are required for children with the school named in their 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. **(2 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 2019. **(31 places)**
3. Children who live within the area of first priority for Bristol Metropolitan Academy, who live closest to the school as measured in a direct line from the home address to the school. **(144 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 2019. **(21 places)**
5. Children who live outside the area of first priority for Bristol Metropolitan Academy, who live closest to the school as measured in a direct line from the home address to the school. **(18 places)**  
The furthest distance offered a place in this category was **1.812 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 3<sup>rd</sup> May 2019 to:**

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

Alternatively email a scanned version of this form (or a similar document containing all of the requested information) to ***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 3<sup>rd</sup> May 2019. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 3<sup>rd</sup> May 2019.

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

The sequence of events is likely to be:

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

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

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

- 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)



The Castle School  
Park Road  
Thornbury  
South Gloucestershire  
BS35 1HT

Park Road: 01454 862100  
Sixth Form Centre: 01454 862150  
[enquiries@thecastleschool.org.uk](mailto:enquiries@thecastleschool.org.uk)



## **TRANSFER TO SECONDARY SCHOOL, SEPTEMBER 2019 APPLICATIONS FOR THE CASTLE SCHOOL.**

484 applications were received by 31 October 2018 for The Castle School which has an Admission Level of 270 for the Year 7 intake in September 2019. Unfortunately, it has not been possible to meet all the requests for places at The Castle School and it has, therefore, been necessary to use Castle School Education Trust's published admission criteria to decide which applicants should be offered the available places.

7 places were required for a children with an Education, Health and Care Plan which names The Castle School. The remaining 263 places have been offered to applicants in the following priority order:

3 children in public care or previously in public care

62 local siblings.

108 children for whom The Castle School was indicated as a preference who live within the defined area of prime responsibility.

40 Out of area siblings.

50 children for whom The Castle School was named as a preference who live outside the defined area of prime responsibility for The Castle School, who live closest to The Castle 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 The Castle School offered a place under this criterion is measured to a distance of 5.763 miles from the school.

March 2019



The Castle School is managed by Castle School Education Trust: a company limited by guarantee. Registered in England; Company Number: 8397975

Achievement for everyone  
[thecastleschool.org.uk](http://thecastleschool.org.uk)





**This form should only be completed if you wish to make a formal appeal for a place at Castle School Education Trust: The Castle School.**

**Please complete and return this form within 20 school days to**

Admissions Officer, The Castle School, Park Road, Thornbury, South Gloucestershire, BS35 1HT

**Please complete in black ink**

**LETTER OF APPEAL FOR THE CASTLE SCHOOL**

Preference: 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> – (please indicate)

Written by \_\_\_\_\_ Name of Parent/Carer  
\_\_\_\_\_  
Signature of Parent/Carer  
\_\_\_\_\_  
Date

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

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

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

Current Primary/Junior School: \_\_\_\_\_

**WAITING LIST**

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

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

**Please continue overleaf**

PLEASE REMEMBER TO UPDATE THE CASTLE SCHOOL OF ANY CHANGES TO YOUR CONTACT DETAILS.

**Reasons for Preference/Grounds for Appeal**

**Please attach a separate sheet if necessary**



# 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 2019**

### **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>, 4<sup>th</sup> & 5<sup>th</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 **381** 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.

**7 places have been offered to children with a Statement of Special Educational Needs or Education, Health and Care Plan** where the school has been named in their statement. These children are included within the Admission Number for the school.

The Initial Allocation of places on 01 March 2019 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). **0 Child**
- B) Children from within the Area of Prime Responsibility (APR) whose older sibling will be attending the school on the admissions date. **43 Children**
- C) Children living within the APR. **71 Children**
- D) Children living outside the APR whose older sibling will be attending the school on the admission date. **33 Children**
- E) Children living outside the APR. **56 Children. The furthest direct line distance offered in this category was 4.106 miles.**

**41 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 2019** and your letter of appeal for Chew Valley School should be sent by no later than **01 April 2019** to Admissions & Transport, Bath & North East Somerset Council, Lewis House, Manvers Street, Bath, BA1 1JG.

Date of Statement: 1<sup>st</sup> March 2019



# 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 Clerk to the Governors**

**C/o Admissions & Transport, Bath & North East Somerset LA, Lewis House, Manvers Street, Bath, BA1 1JG.**

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

Written By:	<i>Name of parent/carer</i>
Full Name of Child:	
Child's Date of Birth:	
Address of Child:	<div></div> <div></div> <div></div> <div>Postcode:</div>
Daytime Telephone Number(s):	
Name of School Appealing for and Preference Number:	Preference No (i.e. 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> or 5th )

### **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)

If attaching additional sheets please tick this box

☐

### **National Offer Day (1 March 2019)**

Churchill Academy and Sixth Form has a Published Admission Number of 270.

291 preferences 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 or Education Health and Care Plan, the admission authority is legally required to admit the child to the school. Therefore such children are allocated places before the admissions criteria, detailed below, are applied.

	<b>Number of offers</b>
The school is named in a Statement of Special Educational Needs or Education Health and Care Plan.	2

	<b>Admissions criteria</b>	<b>Number of offers</b>
i	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.	3
ii	Children living in Churchill Academy First Geographical Area with children of Churchill Academy staff employed on a permanent contract by the school for at least two years at the time of application, or where the member of Churchill Academy 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
iii	Children living in Churchill Academy's First Geographical Area with a brother or sister who will be attending the school (not including where the brother or sister has only joined the school for 6th Form education).	51
iv	Children living in Churchill Academy's First Geographical Area with a brother or sister within the same year group (for example twins or triplets).	0
v	Children living in Churchill Academy's First Geographical Area living closest to the school.	132
vi	Children living outside Churchill Academy's First Geographical Area with a brother or sister who will be attending the school (not including where the brother or sister has only joined the school for 6th Form education).	39
vii	Children living outside Churchill Academy's First Geographical Area living closest to the school.	42

The distance between home and school for the last child offered a place was 6.163 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.



**ONLY USE THIS FORM TO APPEAL FOR A NORTH SOMERSET SCHOOL**

**1. Childs details**

First name (s)			
Last name			
Date of birth		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Address			
	Postcode		

**2. Applicants details**

First name(s)			
Last name			
Home Phone		Work Phone	
Mobile Phone		Email address	
Relationship to child <i>e.g. mother, father</i>			

**3. School appealing for**

Name of the school being appealed for	
--	--

**4. Declaration**

North Somerset Council is registered with the Information Commissioner's Office for the purposes of processing personal data.

The information you provide will be held and used in accordance with the requirements of UK and European data protection law. The information will form part of your School appeals account, which will be held for two years.

Unless otherwise agreed with you, we will only collect the minimum personal data required to deliver the service, which **includes child's name date of birth and home address, applicant name address and contact information.** It does not include any special category personal information, or information relating to criminal convictions or offences.

The information will be used for the administration of School Appeals; our statutory duty under the School Admissions Code December 2014 (GDPR Article 6(1)(c)).

We will not use your personal information in a way that may cause you unwarranted nuisance. Failure to provide the information could result in the school appeal not being processed.

The information provided may be shared with schools, other council departments, other councils, North Somerset Community Partnership and Early Years setting (e.g. pre-schools), who have demonstrated that they have a lawful and legitimate interest in the information. The information will be used for the purposes of arranging and hearing a school appeal. At no point is your data shared or processed outside of the UK.

We may lawfully disclose information to public sector agencies to prevent or detect fraud or other crime, or to support the national fraud initiatives and protect public funds under the Local Audit and Accountability Act 2014. Under the

conditions of the Digital Economy Act 2017, we may also share personal data provided to us with other public authorities as defined in the Act, for the purposes of fraud or crime detection or prevention, to recover monies owed to us, to improve public service delivery, or for statistical research. We do not share the information with other organisations for commercial purposes.

You have the right to see the personal data we process about you, as well as the right of objection, rectification, restriction and erasure in some circumstances. For details of how to make such a request, please click [here](#).

If you have any questions or concerns about the way we process your personal data, our Data Protection Officer can be contacted at [DPO@n-somerset.gov.uk](mailto:DPO@n-somerset.gov.uk).

***I certify that I am the person with parental responsibility for the child named above and the information given is true and to the best of my knowledge and belief.***

Signature

Date

**My reasons for appealing are:**

(Please attach additional sheets if necessary)



## **COLSTON'S GIRLS' SCHOOL ALLOCATION STATEMENT**

### **Year 7 2019/2020**

#### **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 2019-20", and on the Colston's Girls' School website.

#### **Our allocation of Year 7 places for September 2019:**

The school received a total of 882 on-time applications and a further 16 applications received after the deadline of 31<sup>st</sup> October 2018. The School's PAN for Year 7 is 168.

No places have been reserved for children with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP).

All 168 available places have been allocated by applying the published oversubscription criteria, in order, as set out in the Admission Arrangements 2019/2020 for the first round of allocation:

Places were allocated as follows:

Applicants with SEN/EHCP	0
Looked After Children	4
Siblings	36
Staff	2
Children currently at The Dolphin School	19
Random Allocation	107

Late applicants (defined as applications received after the deadline for receipt of the Common Application Form of 31<sup>st</sup> October 2018) will be considered after the first round of random allocation. Late applications will be considered under 5.1 f) only.

## ADMISSION PROCEDURES

*(Extract from Admissions Policy 2019/2020)*

Colston's Girls' School will admit pupils with Education, Health and Care Plans where Colston's Girls' School is named in the 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:

5.1 a) **CHILDREN IN CARE**

Priority will be given to 'Looked after Children'.

The definition is a 'looked after child' or a child who was previously looked after, but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who 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 (see the definition in section 22(1) of the Children Act 1989).

b) **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, parent(s)/carer(s) should indicate this on the Common Application Form by the deadline of 31<sup>st</sup> October 2018.

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

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.

c) **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.

In order to be considered under the staff criteria, parent(s)/carer(s) should indicate this on the Common Application Form by the deadline of 31<sup>st</sup> October 2018.

d) **PUPILS CURRENTLY AT THE DOLPHIN SCHOOL**

Female pupils currently attending The Dolphin School.

In order to be considered under this criteria, parent(s)/carer(s) should indicate this on the Common Application Form by the deadline of 31<sup>st</sup> October 2018.

e) **RANDOM ALLOCATION –**

Places will be allocated by Random Allocation. This process will be independently verified in conjunction with the local authority.

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

(ii) 25% of these 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 living outside the above areas, detailed in 5.1 e).



# **Colston's Girls' School**

## **APPEALS PROCEDURE**

**ADMISSIONS 2019/2020**

## 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 AND 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.

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 882 applications for the 168 places that are available for Year 7 entry in September 2019.**

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 2019/2020:**

Colston’s Girls’ School will admit pupils with Education, Health and Care Plans where Colston’s Girls’ School is named in the 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:

### 5.1 a) **CHILDREN IN CARE**

Priority will be given to 'Looked after Children'.

The definition is a 'looked after child' or a child who was previously looked after, but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who 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 (see the definition in section 22(1) of the Children Act 1989).

### b) **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, parent(s)/carer(s) should indicate this on the Common Application Form by the deadline of 31<sup>st</sup> October 2018.

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

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.

### c) **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.

In order to be considered under the staff criteria, parent(s)/carer(s) should indicate this on the Common Application Form by the deadline of 31<sup>st</sup> October 2018.

### d) **PUPILS CURRENTLY AT THE DOLPHIN SCHOOL**

Female pupils currently attending The Dolphin School.

In order to be considered under this criteria, parent(s)/carer(s) should indicate this on the Common Application Form by the deadline of 31<sup>st</sup> October 2018.

### e) **RANDOM ALLOCATION**

Places will be allocated by Random Allocation. This process will be independently verified in conjunction with the local authority.



- (i) 75% of these places will be offered to an inner catchment area which will include all addresses in post codes BS1 – BS16
  - (ii) 25% of these 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 living outside the above areas, detailed in 5.1 e).

## 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 2019.

After 1 September 2019, 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 2019/2020 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 appeal forms must be received at the School's address by the closing date Friday 17<sup>th</sup> May 2019.**

The appeals will be heard in private by an Independent Appeal Panel during the week commencing **24<sup>th</sup> June 2019**. 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 following Appeal Form. 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.org](mailto:admissions@colstonsgirls.org)

## COLSTON'S GIRLS' SCHOOL ACADEMY



**REQUEST FOR AN ADMISSION APPEAL  
YEAR 7 2019/2020**

Details of Parent of Carer		
Full Name of Parent/Carer:		
Home Address of Parent/Carer:		
Telephone Numbers:	Home:	Mobile:
Email Address:		
Details of Child for whom you are Appealing		
Full Name of Child:		
Date of Birth of Child:		
Attendance at an Appeal Hearing		
Do you wish to attend a hearing of your Appeal?	YES / NO <i>Please delete as appropriate</i>	
Do you intend to be represented at a hearing or accompanied by a friend?	YES / NO <i>Please delete as appropriate</i>	
If YES, please give details:		
Name of representative/friend:		
Will the representative/friend be translating during the appeal?	YES / NO <i>Please delete as appropriate</i>	

### Reasons for Appeal

**It is important to provide the Independent Appeals Panel with full details so that the Panel has all the information which may be relevant to your case.**

**Please give details of the reason for your appeal in relation to the Academy's Admissions Policy.**

**I have read the Academy's Admissions Policy and would still like to appeal against the Academy's decision not to offer my child a place, because:**

*If you wish to submit documentary evidence in support of your appeal it should be attached. Please continue on a separate sheet if necessary.*

### Declaration

**I wish to appeal against the decision of Colston's Girls' School not to offer my daughter a place. I confirm that all the information I have provided is accurate. I also agree to whatever checks may be carried out to verify accuracy.**

**Signed:**

**Date:**

**This form must be returned to:  
The Clerk to the Appeals Panel, c/o Colston's Girls' School, Cheltenham Road, Bristol, BS6 5RD  
by Friday 17<sup>th</sup> May 2019**

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

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

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

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

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

The remaining 238 places have been offered to the following children:

1. Those children who are defined as 'Children in Care'; or children who were previously in care, but immediately after being in care became subject to an adoption order, child arrangement order, or special guardianship order. **(1 place)**
2. Those children living within the area of first priority for Cotham School, with siblings of statutory school age attending the Academy, who will still be on roll in Years 8-11 in September 2019 **(16 places)**
3. Those children who live within the area of first priority for Cotham School **(81 places)**
4. Those children living outside the area of first priority with siblings of statutory school age attending the Academy who will still be on roll in Years 8-11 in September 2019 **(53 places)**
5. Those children living outside the area of first priority for Cotham School who live closest to the Academy as measured in a direct line from the home address to the Academy **(87 places)**

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

## **School Appeals Guidance Notes for Cotham School**

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

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

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

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

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

You are also welcome to submit additional letters of support from professionals or other parties who have been, or are currently, involved with your child. Please submit all supporting documentation by 3rd May 2019. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 3rd May 2019.

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

The sequence of events is likely to be:

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

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

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

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

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

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

### **Useful Links**

Department for Education (DfE) <https://www.gov.uk/government/publications/school-admissions-code--2>  
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 3<sup>rd</sup> May 2019 to: School Admissions (City Hall), Bristol City Council, PO Box 3176, BRISTOL, BS3 9FS. Alternatively email a scanned version of this form (or a similar document containing all of the requested information) to [james.britton@bristol.gov.uk](mailto: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

603 applications were received by 31 October 2018 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.

4 places were required for children with an Education, Health and Care Plan which names Downend School. The remaining 236 places have been offered to applicants in the following priority order:

4 children in public care or previously in public care

91 local siblings

141 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 Academy have equal responsibility and who live closest to Downend School. Distances from home to school are measured in a direct line between the address point of the child's home and a central point within the main school buildings using the Local Authority's computerised mapping system. The farthest child from Downend School offered a place under this criterion is measured to a distance of 0.863 mile from the school.

March 2019

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  
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 2019 – First Round**

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

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

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

This left 213 places to allocate using the published criteria.

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

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

1. Those children who are defined as Children in Care or children who were previously in care but immediately after being in care became subject to an adoption, child arrangements or special guardianship order. **(1 place)**
2. Children who have exceptional social or medical needs. **(1 place)**
3. Those children living within the area of first priority for Fairfield High School, with siblings of statutory school age attending the school, who will still be on roll in September 2019. **(48 places)**
4. Children who live within the area of first priority for Fairfield High School, who live closest to the school as measured in a direct line from the home address to the school. **(116 places)**
5. Children of Excalibur employees employed at the academy on a permanent, minimum 40% Full Time Equivalent contract with the Trust for two or more years at the time at which the application for admission is made or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage. **(0 places)**
6. Those children living outside the area of first priority for Fairfield High School with siblings of statutory school age attending the school, who will still be on roll in September 2019. **(43 places)**
7. Children who live outside the area of first priority for Fairfield High School, who live closest to the school as measured in a direct line from the home address to the school. **(4 places)**  
The furthest distance offered a place in this category was **1.114 km**.

### **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 3<sup>rd</sup> May 2019 to:**

**School Admissions (City Hall), Bristol City Council, PO Box 3176, BRISTOL BS3 9FS**  
Alternatively email a scanned version of this form (or a similar document containing all of the requested information) to **[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 3<sup>rd</sup> May 2019. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 3<sup>rd</sup> May 2019.

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

The sequence of events is likely to be:

### School's Case:

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

### Parent/Carer's Case:

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

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

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

### Useful Links

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)

### **National Offer Day (1 March 2019)**

Gordano School has a Published Admission Number (PAN) of 336. In order to meet as many parental preferences as possible for applicants living in the school's First Geographical Area, for the 2019-20 intake, the school has exceptionally agreed to take a breach intake of 25 above the Published Admission Number of 336 taking the total intake to 361.

393 preferences 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 361 available places have been offered to the following applicants:

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

	<b>Number of offers</b>
The school is named in a Statement of Special Educational Needs or Education Health and Care Plan.	2

	<b>Admissions criteria</b>	<b>Number of offers</b>
i	Looked-after children at the time of application and children who were previously looked after but ceased to be so because they were adopted (or became subject to a Child Arrangements Order or Special Guardianship Order) immediately following having been in Care.	5
ii	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.	134
iii	Children who reside within the Gordano School catchment area or with a confirmed move to a home address within this catchment area which can be evidenced at the time of application.	220
iv	Children not satisfying a higher criterion	0

The distance between home and school for the last child offered a place was 2.138 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.

**ONLY USE THIS FORM TO APPEAL FOR A NORTH SOMERSET SCHOOL**
**1. Childs details**

First name (s)			
Last name			
Date of birth		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Address			
	Postcode		

**2. Applicants details**

First name(s)			
Last name			
Home Phone		Work Phone	
Mobile Phone		Email address	
Relationship to child <i>e.g. mother, father</i>			

**3. School appealing for**

Name of the school being appealed for	
--	--

**4. Declaration**

North Somerset Council is registered with the Information Commissioner's Office for the purposes of processing personal data.

The information you provide will be held and used in accordance with the requirements of UK and European data protection law. The information will form part of your School appeals account, which will be held for two years.

Unless otherwise agreed with you, we will only collect the minimum personal data required to deliver the service, which **includes child's name date of birth and home address, applicant name address and contact information.** It does not include any special category personal information, or information relating to criminal convictions or offences.

The information will be used for the administration of School Appeals; our statutory duty under the School Admissions Code December 2014 (GDPR Article 6(1)(c)).

We will not use your personal information in a way that may cause you unwarranted nuisance. Failure to provide the information could result in the school appeal not being processed.

The information provided may be shared with schools, other council departments, other councils, North Somerset Community Partnership and Early Years setting (e.g. pre-schools), who have demonstrated that they have a lawful and legitimate interest in the information. The information will be used for the purposes of arranging and hearing a school appeal. At no point is your data shared or processed outside of the UK.

We may lawfully disclose information to public sector agencies to prevent or detect fraud or other crime, or to support the national fraud initiatives and protect public funds under the Local Audit and Accountability Act 2014. Under the

conditions of the Digital Economy Act 2017, we may also share personal data provided to us with other public authorities as defined in the Act, for the purposes of fraud or crime detection or prevention, to recover monies owed to us, to improve public service delivery, or for statistical research. We do not share the information with other organisations for commercial purposes.

You have the right to see the personal data we process about you, as well as the right of objection, rectification, restriction and erasure in some circumstances. For details of how to make such a request, please click [here](#).

If you have any questions or concerns about the way we process your personal data, our Data Protection Officer can be contacted at [DPO@n-somerset.gov.uk](mailto:DPO@n-somerset.gov.uk).

***I certify that I am the person with parental responsibility for the child named above and the information given is true and to the best of my knowledge and belief.***

Signature

Date

**My reasons for appealing are:**

(Please attach additional sheets if necessary)



# Hayesfield Girls' School

*Achieving Ambitions*

## **TRANSFER TO SECONDARY EDUCATION SEPTEMBER 2019**

### **ALLOCATIONS SHEET FOR HAYESFIELD GIRLS' SCHOOL. PLACES AVAILABLE 224**

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

A total of **512** applications were originally received for Hayesfield Girls' School which has a published Admission Number of **224**. As the school was oversubscribed, following any offers of places to children with a Statement of Educational Needs, applications have been considered by the Governors/Academy Trust and places have been allocated in accordance with the school's published admissions criteria stated in the booklet 'A Secondary School for Your Child' and which are listed below in priority order.

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

The initial allocation of places on 01 March 2019 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. **3 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 2019). **60 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 2019). **38 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. **1 Child**

**4.** Up to 12 places to be allocated on the basis of sporting or musical excellence. **12 Children**

**5.** Within the Bath City 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 within the Bath City 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. **85 Children. The furthest direct line distance offered in this category was 1.264 miles.**

**6.** 20% of remaining places have been allocated to girls living beyond the Bath City Boundary. Girls 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. **21 Children. The furthest direct line distance offered in this category was 3.446 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*

**129 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 2019** and your letter of appeal to the Clerk to Appeals Panel, Hayesfield Girls' School, Upper Oldfield Park, Bath, BA2 3LA by no later than **1<sup>st</sup> April 2019**.

Date of Statement: 01 March 2019

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 (i.e. 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> or 5th)

**Reasons for Preference/Grounds for Appeal**

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

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

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





## **A PARENT'S GUIDE WHERE JOHN CABOT ACADEMY IS UNABLE TO MAKE AN OFFER OF A PLACE FOR YEAR 7 ADMISSIONS 2019**

**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 2019 from 160 to 175 for Year 7 places in September 2019.

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 542 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 542 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 whose is also defined as a 'Child in Care' (CIC).
- 1 places allocated to students defined as a 'Child in Care' (CIC).
- 46 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.
- 127 students have been allocated places in the random selection.

Any applicant who has not been offered a place at John Cabot Academy and it was their higher preference 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:**

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

2018 Admissions: we received 14 Appeals; 2 withdrew, 12 hears 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

Julie Jarrett

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 2019

### 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 26 April 2019. Please complete and send this appeal form by this date to:**

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

**TRANSFER TO SECONDARY SCHOOL, SEPTEMBER 2019**  
**ADDITIONAL ALLOCATION STATEMENT FOR KING'S OAK ACADEMY**

401 applications were received by 31 October 2018 for King's Oak Academy which has an Admission Level of 150. Unfortunately, it has not been possible to meet all the requests for places at King's Oak Academy and it has, therefore, been necessary to use King's Oak Academy's published admission criteria to decide which applicants should be offered the available places. It is important to stress that experience suggests that, beyond 15 March, it is likely that further places will become available. For children who initially have not been successful in securing a place at King's Oak, this situation may change beyond March. Parents may wish, therefore, to request that their child's name is added to the waiting list for a place, or they still have the right to appeal.

2 places were required for children with an Education, Health and Care Plan which names King's Oak Academy.

The remaining 148 places have been offered to applicants in the following priority order:

2 children in public care or previously in public care

27 local siblings.

71 children for whom King's Oak Academy was indicated as a preference who live within the consortium area for which Downend School, King's Oak Academy, Mangotsfield School and Winterbourne Academy have equal responsibility.

48 children for whom King's Oak Academy was indicated as a preference who live outside the consortium area for which Downend School, King's Oak Academy, Mangotsfield School and Winterbourne Academy have equal responsibility who live closest to King's Oak Academy. Distances from home to school are measured in a direct line between the address point of the child's home and a central point within the main school buildings using the Local Authority's computerised mapping system. The farthest child from King's Oak Academy offered a place under this criterion is measured to a distance of 0.870 miles from the school.

March 2019

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

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







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

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



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

Please complete and return this form within 20 school days to

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

**Please complete in black ink**

**LETTER OF APPEAL FOR**

**SCHOOL**

Preference: 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> – (please indicate)

Written by \_\_\_\_\_ Name of Parent/Carer  
 \_\_\_\_\_ Signature of Parent/Carer  
 \_\_\_\_\_ Date

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

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

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

Current Primary/Junior School: \_\_\_\_\_

**WAITING LIST**

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

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

**PLEASE CONTINUE OVERLEAF IF NECESSARY**

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

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

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

**Reasons for Preference/Grounds for Appeal**

**Please attach a separate sheet if necessary**

## **Allocation Statement for Oasis Academy John Williams - September 2019**

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 2019-2020' have been applied to allocate the places that are available at the Academy.

485 on-time applications (256 first preferences, 135 second preferences, 93 third preferences and 1 fourth preference) 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**

The 180 places have been allocated 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. **(4 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. **(62 places)**
3. Those children who live the nearest by direct line distance from the Academy within the area of first priority. **(114 places)**

The furthest distance offered a place in this category was **1.493 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 3rd May 2019. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 3rd May 2019.

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

The sequence of events is likely to be:

### School's Case:

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

### Parent/Carer's Case:

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

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

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

### Useful Links

Department for Education (DfE) <https://www.gov.uk/government/publications/school-admissions-code--2>  
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 3rd 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 [school.admissions@bristol.gov.uk](mailto:school.admissions@bristol.gov.uk)**

**TRANSFER TO SECONDARY EDUCATION SEPTEMBER 2019**  
**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 **846** applications were originally received for Oldfield School which has a published Admission Number of **180**. The Governors/Academy Trust have agreed to work to a higher admission number of **200** for Sept 2019. 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 2019 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). **5 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. **90 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. **1 Child**
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 66 of the booklet 'A Secondary School for your Child'. **102 Children with the furthest direct line distance being 2.007 miles**

**153 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 2019** and your letter of appeal to the Clerk to Appeals Panel, Oldfield School, Kelston Road, Bath, BA1 9AB by no later than **1<sup>st</sup> April 2019**.

Date of Statement: 01 March 2019

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></div> <div></div> <div></div> <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 (i.e. 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> or 5th)

**Reasons for Preference/Grounds for Appeal**

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

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

( Please Continue Overleaf if needed)





### **Allocation Statement for REDLAND GREEN SCHOOL - September 2019** **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 2019-2020' have been applied to allocate the places that are available at the school.

883 on-time applications (353 first preferences, 308 second preferences and 222 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 2019 to 232.

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

This left 228 places to allocate using the published criteria.

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

The **228 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. **(2 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 2019. **(99 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. **(127 places)**

The furthest distance offered a place in this category was **1.004 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 3<sup>rd</sup> May 2019 to:**

**School Admissions (City Hall), Bristol City Council, PO Box 3176, BRISTOL BS3 9FS**  
Alternatively email a scanned version of this form (or a similar document containing all of the requested information) to ***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 3<sup>rd</sup> May 2019. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 3<sup>rd</sup> May 2019.

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

The sequence of events is likely to be:

#### School's Case:

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

#### Parent/Carer's Case:

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

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

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

#### Useful Links

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)



1<sup>st</sup> March 2019

Dear Parent

## Allocation of Places to St Bede's Catholic College September 2019

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 2018, falling into priority 2, 3, 4, 6, 7 have been offered places. There were no applications within priority 1 or 5. In total, 207 have been offered.

All applicants in priorities 8, 9 and 10 unfortunately have not been successful at this stage in securing a place with us for September 2019. I know this will cause disappointment and some anxiety. 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 Friday 12<sup>th</sup> April 2019, addressed to the Clerk of Governors.**

Yours sincerely

C.Walker

Mrs C Walker  
Clerk to Governors



University of  
BRISTOL



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and social research  
more purpose  
Institute of Education  
University of London



## 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 3<sup>th</sup> June 2019. 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 Friday 12<sup>th</sup> April 2019.***

### Appeal for a September 2019 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 2019.

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

.....

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# St. Bede's Catholic College

Specialist Science and Sports College  
Long Cross, Lawrence Weston, Bristol, BS11 0SU

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

Principal: Mr J. G. Maher, M.A.



**Appeal letters must be sent direct to the College and received by Friday 12<sup>th</sup> April 2019. Letters should be addressed to Mrs C Walker, Clerk to Governors, St Bede's Catholic College, Long Cross, Lawrence Weston, Bristol BS11 0SU.**



Science



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BRISTOL



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and social research  
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University of London  
SAT for research in Science and Mathematics Education





# 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 2019**

350 on-time applications (132 first preferences, 128 second preferences, 89 third preferences and 1 fourth preference) were received for St Bernadette Catholic Secondary School which has a Published Admission Number of 150. As the school was oversubscribed, applications were ranked in accordance with the admission Policy 2019 -2020.

### **How the initial allocation of places was made for the first round**

One place was reserved for a child with an Education, Health & Care Plan. The remaining 149 places were offered to the following children:

Baptised Catholic children (49 places)

Looked after children (7 places)

Eastern Christians (1 place)

Children with a brother or sister who will be attending St Bernadette Catholic Secondary School at the time of admission. (32 places)

Children of other Christian denominations (25 places)

Children of non-Christian traditions (1 place)

Others (34 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)

## APPEAL - ACADEMIC YEAR 2019 - 2020

Appeals for on-time applications should be lodged with the School, by Friday 26<sup>th</sup> April 2019.

Appeals for late applications should be returned to the School, within 21 days from the date of notification that the application is unsuccessful.

This form can be emailed to [info@stbems.bristol.sch.uk](mailto:info@stbems.bristol.sch.uk)

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

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

Name of Parent/Carer	
Signature of Parent/Carer	
Date	

### **National Offer Day (1 March 2019)**

St Katherine's School has a Published Admission Number of 180.

185 preferences 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 180 available places have been offered to the following applicants:

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

	<b>Number of offers</b>
The school is named in a Statement of Special Educational Needs or Education Health and Care Plan.	4

	<b>Admissions criteria</b>	<b>Number of offers</b>
i	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.	1
ii	Children with a brother or sister attending the school at the time of admission living within the First Geographical Area.	20
iii	Children with a brother or sister within the same intake year group (for example twins, triplets) applying for the same school and living within the First Geographical Area.	0
iv	Children living within the First Geographical Area.	24
v	Children with a brother or sister attending the school at the time of admission living outside the First Geographical Area.	37
vi	Children living outside the First Geographical Area.	94

The distance between home and school for the last child offered a place was 5.748 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.

**ONLY USE THIS FORM TO APPEAL FOR A NORTH SOMERSET SCHOOL**

**1. Childs details**

First name (s)			
Last name			
Date of birth		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Address			
	Postcode		

**2. Applicants details**

First name(s)			
Last name			
Home Phone		Work Phone	
Mobile Phone		Email address	
Relationship to child <i>e.g. mother, father</i>			

**3. School appealing for**

Name of the school being appealed for	
--	--

**4. Declaration**

North Somerset Council is registered with the Information Commissioner's Office for the purposes of processing personal data.

The information you provide will be held and used in accordance with the requirements of UK and European data protection law. The information will form part of your School appeals account, which will be held for two years.

Unless otherwise agreed with you, we will only collect the minimum personal data required to deliver the service, which **includes child's name date of birth and home address, applicant name address and contact information.** It does not include any special category personal information, or information relating to criminal convictions or offences.

The information will be used for the administration of School Appeals; our statutory duty under the School Admissions Code December 2014 (GDPR Article 6(1)(c)).

We will not use your personal information in a way that may cause you unwarranted nuisance. Failure to provide the information could result in the school appeal not being processed.

The information provided may be shared with schools, other council departments, other councils, North Somerset Community Partnership and Early Years setting (e.g. pre-schools), who have demonstrated that they have a lawful and legitimate interest in the information. The information will be used for the purposes of arranging and hearing a school appeal. At no point is your data shared or processed outside of the UK.

We may lawfully disclose information to public sector agencies to prevent or detect fraud or other crime, or to support the national fraud initiatives and protect public funds under the Local Audit and Accountability Act 2014. Under the

conditions of the Digital Economy Act 2017, we may also share personal data provided to us with other public authorities as defined in the Act, for the purposes of fraud or crime detection or prevention, to recover monies owed to us, to improve public service delivery, or for statistical research. We do not share the information with other organisations for commercial purposes.

You have the right to see the personal data we process about you, as well as the right of objection, rectification, restriction and erasure in some circumstances. For details of how to make such a request, please click [here](#).

If you have any questions or concerns about the way we process your personal data, our Data Protection Officer can be contacted at [DPO@n-somerset.gov.uk](mailto:DPO@n-somerset.gov.uk).

***I certify that I am the person with parental responsibility for the child named above and the information given is true and to the best of my knowledge and belief.***

Signature

Date

**My reasons for appealing are:**

(Please attach additional sheets if necessary)

**Allocation Statement for St Mary Redcliffe & Temple School  
September 2019**

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

The 216 places have been offered to the following children:

Group

	Children with an Education, Health and Care Plan (EHCP)	4
A	Church applicants who are Looked After Children or previously Looked After Children	9
B1	Church Applicants	187
B2	Church Applicants	0
B3	Church Applicants	0
C	Looked After Children or previously Looked After Children	4
D	Local applicants – up to 16 places	12
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 2019**

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 write below and 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 **29 March 2019**:*

**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 2019

### 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>, 4<sup>th</sup> & 5<sup>th</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 **528** 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.

**0 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.

The Initial Allocation of places on 01 March 2019 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). **2 Children**
- B) Children from within the Area of Prime Responsibility (APR) whose older sibling will be attending the school on the admission date. **48 Children**
- C) Children of staff where that member of staff has been employed for two or more years at the time at which the application is made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. **1 Child**
- D) Children living within the APR. **75 Children**
- E) Children living outside the APR whose older sibling will be attending the school on the admission date. **40 Children**
- F) Children living outside the APR. **64 Children. The furthest direct line distance offered in this category was 1.608 miles.**

**82 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 2019** and your letter of appeal for Wellsway School should be sent by no later than **1 April 2019** 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 2019





## 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 LA, Lewis House,  
Manvers Street, Bath, BA1 1JG.**

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

Written By:	<i>Name of parent/carer</i>
Full Name of Child:	
Child's Date of Birth:	
Address of Child:	<div></div> <div></div> <div></div> <div>Postcode:</div>
Daytime Telephone Number(s):	
Name of School Appealing for and Preference Number:	Preference No (i.e. 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> or 5 <sup>th</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)

[illegible]

Reasons for Preference/Grounds for Appeal (continued)

Reasons for Preference/Grounds for Appeal (continued)

11

**TRANSFER TO SECONDARY SCHOOL - SEPTEMBER 2019****APPLICATIONS FOR WINTERBOURNE ACADEMY**

702 applications were received by 31 October 2018 for Winterbourne Academy which has an Admission Level of 300 for the Year 7 intake in September 2019. Unfortunately, it has not been possible to meet all the requests for places at Winterbourne Academy and it has, therefore, been necessary to use Winterbourne Academy's published admission criteria to decide which applicants should be offered the available places.

3 places were required for children with an Education, Health and Care Plan which names Winterbourne Academy. The remaining 297 places have been offered to applicants in the following priority order:

98 local siblings.

108 children for whom Winterbourne Academy was indicated as a preference who live within the area for which Winterbourne Academy has first responsibility.

82 children for whom Winterbourne Academy was indicated as a preference who live within the consortium area for which Downend School, King's Oak Academy, Mangotsfield School and Winterbourne International Academy have equal responsibility

9 children for whom Winterbourne Academy was indicated as a preference who live outside the consortium area for which Downend School, King's Oak Academy, Mangotsfield School and Winterbourne Academy have equal responsibility, based on their proximity to Winterbourne Academy.

Distances from home to school are measured in a direct line between the address point of the child's home and a central point within the main school buildings using the Local Authority's computerised mapping system. The farthest child from Winterbourne Academy offered a place under this criterion is measured to a distance of 1.179 miles from the school.

March 2019



## APPEAL FORM

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

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

Name of parent/carers	
Telephone number	
Email address (please print)	
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