

## **ADMISSION ARRANGEMENTS 2023/24 for 11 - 16 provision**

Bristol Cathedral Choir School (BCCS) is an academy and part of Cathedral Schools Trust (CST) who is the admission authority.

### **Year 7 Admission**

BCCS has a published admission number (PAN) of 150 pupils for entry into Year 7. The school will accordingly admit at least 150 each year if sufficient applications are received. All applicants will be admitted if 150 or fewer apply.

Applications for places at BCCS will be made on the common application form (CAF) in accordance with the local authority's co-ordinated admission scheme.

### **Children with an Education, Health and Care Plan (EHCP).**

The school will admit any pupils with an Education, Health and Care Plan (EHCP) naming the school. The places are reserved and the PAN will be reduced accordingly. Their parents should apply for a place via the service dealing with Special Education Needs in their home local authority and do not need to make an application on the common application form. If after the initial allocation of places an application is received from a child with an EHCP, we will go over PAN to accommodate the child.

### **Consideration of Applications**

Priority will then be given to those children who meet the criteria set out below, in order;

#### **1. Looked after children and previously looked after children<sup>1</sup>**

Highest priority will be given to looked after children (children in care) or children who were previously looked after (previously in care) at the time the application is submitted and will be allocated places in this category.

A 'looked after child' is one 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, in England.

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<sup>1</sup> *The wording in the category has been varied to make it compliant with the revised School Admissions Code 2021.*

A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted."

Applications in this category must be supported by documentary evidence confirming the child's status. A signed letter from the child's current or former social worker confirming their status must be provided with your application. For children previously in care, confirmation that the child was in care to the local authority immediately prior to an adoption, child arrangements or special guardianship order being granted. A copy of the order must also be submitted with your application. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted must be provided together with a copy of the adoption order with your application. When assessing the evidence provided, the DfE's current guidance will be followed.

Where the Virtual School Head at the Local Authority has already verified the child's status and the Admission Committee is able to confirm this with them, there will be no need for further evidence to be provided to the School.

## **2. Probationer Chorister**

Next, priority will be given to up to 8 children based on their membership of the Probationer Chorister programme at Bristol Cathedral. Children admitted under this criterion are not included in the 10% admitted under Music Specialism.

If there are more probationer choristers seeking admission than places available then the 8 places will be randomly allocated and the remainder placed on a waiting list. For the avoidance of doubt, children who cannot be offered a place under this criterion can also be considered against the other oversubscription criteria in order of priority.

Parents applying for a place under this criterion should complete and submit the [Probationer Chorister Supplementary Information Form](#) by 31st October 2022 to CST.

## **3. Music Specialism**

Next, up to 15 places of the Year 7 intake will be allocated to children who have demonstrated an aptitude<sup>2</sup> in our specialist subject area for music, using a music

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<sup>2</sup> *Aptitude measures potential, ability measures attainment or what has already been achieved and the two should not be confused.*

aptitude assessment test for pitch, melody, texture and rhythm.

For the avoidance of doubt, any child can sit the aptitude assessment test for consideration for inclusion in this category, including those living outside of the school's priority area.

Parents will need to complete the music specialism application form available on the school website if they wish their child to be considered for one of these places. The music aptitude test will be held on **Saturday 1st October 2022**. Children are ranked according to their scores from both tests and parents will be informed of the result of the test before the closing date for applications which is 31st October 2022. Unsuccessful applicants will also be placed into the next category they are eligible for.

Further details and answers to frequently asked questions about the music aptitude assessment test are available on the school website.

#### **4. Staff Criterion<sup>3</sup>**

Next, priority will be given to children of staff who are employed by Cathedral Schools Trust (CST) where their main place of work is Bristol Cathedral Choir School. This will include all teaching and non-teaching staff who;

- a. have been employed at the School for at least two consecutive years at the time at which the application for admission is made; or
- b. were recruited to fill a vacant post at the School for which there is a demonstrable skill shortage.

#### Notes:

- A School will be the staff member's main place of work if they are based there for at least 50% of their contracted hours each week during term time.
- Children of staff include their natural or adopted children, children placed with the staff member on a long term foster placement, their step-children (i.e. their spouse's children) and the children of their partner who live with them. In all cases, the child must live at the same permanent address as the staff member.
- A staff member is an employee of CST with a 'continuity of employment' contract who is full time, part time, teaching, leadership or support staff, and who will still be employed by CST in the September the child is admitted.

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<sup>3</sup> *The wording has been varied to make it compliant with the revised School Admissions Code 2021.*  
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Parents applying for a place under this criterion should complete and submit the [Staff Supplementary Information Form](#) by 31st October 2022 to CST. Please note that the parent applying on the CAF to the home local authority should be the member of staff.

## **5. Feeder School**

Next, priority will be given to children who are on the roll of Cathedral Primary School, on the date of application, as the designated feeder school for Bristol Cathedral Choir School.

## **6. Siblings**

Next, children who, *on the date of admission*, will have a sibling on roll at Bristol Cathedral Choir School (age 11-16 secondary provision).

A sibling is defined as a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them permanently at the same address. Step brothers/sisters are defined as children who are not necessarily related biologically (including foster children) but are living in the same household for the majority of the time at the address the admission authority considers to be the address of the child for whom the application is made.

For the avoidance of doubt this does not include cousins, other family members, friends or siblings in the BCCS 6th Form (Post 16 provision). A sibling must be attending (or is expected by the admission authority to be attending) the school (age 11-16 secondary provision) at the time of admission.

The admission authority may require proof of relationship and/or proof of residence.

## **7. Other children living in Bristol local authority postcode areas BS1 to BS16**

For other children not falling into any of the above categories, random allocation will be used to decide the remainder of the places for children living in any Bristol Local Authority postcode areas BS1 to BS16. This process will be overseen by an independent body.

## **8. Other children not living in Bristol local authority postcode areas BS1 to BS16**

In the event of any places still available these will be allocated by random allocation to other children living outside of the above postcode areas. This process will be overseen by an independent body. Note: applicants living in South Gloucestershire Local Authority whose postcode is BS15 or BS16 will be included in this category.

## **Tiebreak**

If a tie-break is required in any of the above categories to decide who has priority for

admission between two children, random allocation will be used. This process will be independently verified.

### **Twins/Triplets**

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place, those siblings will be admitted over PAN.

### **Who can apply**

Applications will be accepted for children who meet one or more of the following:

- they are resident in the UK
- they hold full British Citizen Passports
- they are from countries whose passports have been endorsed to show that they have the [right to abode](#) in this country

### **Applicant's Home address**

A child's permanent home address, where he or she resides with a person with parental responsibility, or with a parent (as defined in Section 576 of the Education Act 1996). It is the address where the child spends the majority of the time. Documentary evidence may be required to confirm a child's home address.

The Admission Authority will not accept more than one address as the child's home address. Where a child regularly lives at more than one address the Admission Authority will have to reach a conclusion about which should be counted as the main address when allocating places, taking relevant evidence into account. Normally this will be the address where the child is registered with a medical GP. Where parents or carers are living separately and do not agree on the child's home address, they are urged to reach an agreement. If this does not happen evidence may be required by providing court documents or other legally binding documentation such as a sworn affidavit confirming where the child resides for the majority of the school week. Where satisfactory evidence cannot be provided, the Admission Authority will determine the address to be used for allocating a school place.

For the avoidance of doubt, in categories [1- 6] above, the applicant's address is not taken into consideration to determine whether a child meets these criteria.

### **Late Applications<sup>4</sup>**

Applications submitted after the closing date will be considered as 'late' applications and will be dealt with at a later stage when all 'on time' applications have been processed. In

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<sup>4</sup> *The wording has been varied to make it compliant with the revised School Admissions Code 2021*  
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very exceptional circumstances e.g. illness of a lone parent, a late application may be considered as on time if the application is made before 15 November 2022, the date the authority exchanges application details with other admission authorities as part of the coordinated admission process.

### **Admission of children outside normal age group**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either be agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should complete the form below to request that the child is admitted to another year group, and the reasons for that request;

[Form to request an out of normal chronological age group admission](#)

Completed forms should be sent to Admissions, BCCS, College Square, Bristol, BS1 5TS or via email to: [admissions@cathedralschoolstrust.org](mailto:admissions@cathedralschoolstrust.org)

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, head teacher etc. Some of the evidence a parent might submit could include:

- Information about the child's academic, social and emotional development;
- Where relevant, their medical history and the views of a medical professional;
- Whether they have previously been educated out of their normal age group; and
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Trust will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. The Admissions Committee along with the Head Teacher will then decide whether such an out-of-year group place will be agreed or refused. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from

a child who would 'normally' be a Year 8 child for a Year 7 place will be considered alongside applications for Year 7.

### **Waiting Lists**

Where in any year BCCS receives more applications for Year 7 places than there are places available, a waiting list will be maintained by CST until 31 December in the year of entry. Parents wishing to stay on the waiting list beyond this date will need to make a fresh application to the school using the online application form available on the school website.

Any parent will be able to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. For every added child to the waiting list, the list will be ranked again in line with the published admission criteria.

Unsuccessful music specialism applicants will also be placed into the next category they are eligible for. For the avoidance of doubt, during the normal admission round for the Year 7 intake, where a music specialism place becomes vacant it will be reallocated to the next highest scoring applicant based on the combined scores achieved in both music aptitude tests.

Children who are allocated to BCCS in accordance with Bristol Local Authority's In-Year Fair Access Protocol, will be given precedence over children on the waiting list.

### **UK Service Personnel and Crown Servants**

For UK Service Personnel and other Crown Servants, where possible, places may be allocated in advance of the pupils return to the UK provided the MOD, FCO or GCHQ have provided a letter declaring a return date and residency placement. Places may be offered and reserved up to one term in advance of the place being required. The address at which the child will live will be used when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address.

### **Admission to other year groups**

CST is the admission authority and administers all in-year applications for BCCS. Parents/carers seeking admission for any year group, other than for the normal point of entry may make an application using the on-line application form on the school website.

The following applications will be treated as in-year admissions during 2023-24:

- applications for admission to Year 7 which are received after 1 September 2023
- all other applications for admission to Year 8 to 11.

Applications will not normally be considered in advance of the date the place is

required, this will be approximately 35 days for those moving house, and 21 days for those not moving house. However, applications for admission in September 2023 can be made from June 2023.

CST will consider all such applications and if the year group applied for has a place available, a place will be offered. Parents/carers will be notified in writing within 10 school days of the outcome of their in-year application and have a right of appeal to an independent appeal panel if a place is refused. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria, in order of priority, as set out in categories [1, 5, 6, 7, 8]. For the avoidance of doubt there are no probationer chorister, music specialism or feeder school places for in year admission. These places are for children as part of the normal admission round for Year 7 only. Waiting lists are terminated annually at the end of the academic year. A fresh application needs to be made each year.

### **Appeals**

Parents/carers who are not offered a place for their child have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Parents/carers wishing to appeal should submit an appeal form with their written reasons within the timescale set out in their refusal letter confirming the admission authority's decision not to offer a place. Should an appeal be unsuccessful, the admission authority will not consider further appeals within the same academic year unless there have been significant or material changes in the child's circumstances. For further information about the appeal process contact:

[admissions@cathedralschoolstrust.org](mailto:admissions@cathedralschoolstrust.org)

### **Registered Address**

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