



September 2023 first round allocation statement for Cotham School

As Cotham School is oversubscribed, the admissions criteria published on the School and Local Authority website have been applied to allocate the places that are available at the school.

Number of applications received

691 on-time applications (163 first preferences, 262 second preferences and 266 third preferences) have been received for Cotham School which has a published admission number of 243.

6 places were required for pupils with Education Health and Care Plans which stipulated that attendance at Cotham School was required.

How the initial allocation of places was made

The remaining 237 places have been offered to the following children:

1. Children in Care. Children in Care or children who were previously in Care but immediately after being in Care became subject to an Adoption Order, Child Arrangements Order, or Special Guardianship Order. Children in care are children who are in the care of a local authority or provided with accommodation by that authority under section 22 of the Children Act 1989 **(1 place)**.
2. Siblings living in the area of priority. Where there are siblings of statutory school age in attendance at the preferred school and who will still be on roll in the year of entry and where the home address is within the designated area of priority. **(17 places)**
3. Children of staff.
 - a) Where the member of staff has been employed directly by the school for two or more years at the time at which the application for the admission to the school is made, or
 - b) Where the member of staff has been recruited to fill a vacant post which has been deemed, 'hard to recruit' by the school's Personnel and Training Committee. **(2 places)**
4. Children living within the school's designated area of priority. **(64 places)**
5. Siblings living out of area. Where there are siblings of statutory school age in attendance at the preferred school and who will still be on roll in the year of entry and where the home address is outside the designated area of priority. **(64 places)**

6. Geography – out of area children. Children living outside the area of first priority and closest to the school as measured in a direct line from the home address to the school. **(89 places)**

The furthest distance offered a place in this category was **2.461** km.

Letter of appeal for Cotham School

Parent/Carer contact details: use block capital letters

Parent/Carer Name

Telephone number and email address

Child's details

First name(s):

Surname/Family name:

Date of birth:

Address

Reasons for preference or grounds for appeal

Please provide your grounds for appeal in writing as soon as possible. We can't set up an appeal hearing until your written grounds for appeal are received. If required, please continue on a separate sheet.

Signed (Parent/Carer):

Date:

Return to school.admissions@bristol.gov.uk or upload to the Parent Portal by 5th May 2023

If you have no alternative, please post to School Admissions (City Hall), PO Box 3399, Bristol, BS1 9NE

Appeals guidance

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

You will be given not less than 10 school days' notice of the date, time and place of the hearing at which you can be present and speak. You can, if you wish, be accompanied by a friend who may speak for you and represent your views to the appeal panel. Parents for whom English is not the first language may wish to arrange for an interpreter to be present. You are encouraged to attend the appeal panel meeting. If you prefer not to attend the panel will consider the case based on your written submission(s). Alternatively, a friend or representative may present the appeal on your behalf.

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

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

You are also welcome to submit additional letters of support from professionals or other parties who have been, or are currently, involved with your child. Please submit all supporting documentation by 5th May 2023. These may be letters which substantiate your case, or actively support your preference. The appeal panel will consider all submissions received by 5th May 2023.

You can attend an appeal hearing virtually over zoom, or in person at City Hall, College Green, Bristol. If you are attending at City Hall 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:

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

Parent/carer's case:

- Presentation of the case by the parent/carer
- Questioning by the Appeal Panel/representative of the Admission Authority
- 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) Link to [School Admissions Code](#)

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

E-mail: [Link to ACE email address](#) Website: [Link to ACE website](#)