

## **Allocation Statement for St Werburgh's Primary School - September 2023**

As St Werburgh's Primary School was oversubscribed, the criteria stated in their published admissions policy available on the school and Local Authority websites have been applied to allocate the places that are available at the school.

157 on-time applications (72 x 1<sup>st</sup> preferences, 48 x 2<sup>nd</sup> preferences, 37 x 3<sup>rd</sup> preferences) have been received for St Werburgh's Primary School, which has an Admission Number of 56.

1 place was required for children with the school named in their Education, Health and Care Plan.

This left 55 places to allocate using the published criteria.

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

The 55 places have been offered to the following children:

1. Children in the care of the Local Authority or 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 with siblings already at St Werburgh's Primary School and who will still be there in September 2023. (23 places)
3. Those children living closest to St Werburgh's Primary School as measured in a direct line from the home address to the school. (30 places)

The furthest distance offered a place in this category was 0.613 km.

### **Ordinary prejudice appeals.**

Appeals for St Werburgh's Primary School will be heard on the basis of ordinary prejudice.

Guidance on ordinary prejudice appeals is available on the school admissions website.

# **Letter of appeal for St Werburgh's Primary 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: [st.werburghs.p@bristol-schools.uk](mailto:st.werburghs.p@bristol-schools.uk) 2<sup>nd</sup> June 2023

If you have no alternative, please post to: St Werburgh's Primary School  
Willow Site, James Street, St Werburgh's, Bristol, S2 9US

# St Werburgh's Primary School appeals guidance

The appeal panel will consider 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 2nd June 2023. These may be letters which substantiate your case, or actively support your preference. The appeal panel will consider all submissions received by 2<sup>nd</sup> June 2023. Appeals will be held via zoom due to covid-19 restrictions. 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](#)