

## **ADMISSION ARRANGEMENTS 2024/25 POST 16 provision**

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

### **Oversubscription criteria and procedures**

The admission number for year 12 is 100. This is the number of places which will be offered on an annual basis to eligible **external** applicants. i.e students who are not already on roll at Bristol Cathedral Choir School. If fewer pupils intend to transfer from Year 11, the school will admit over the admission number.

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

The school will admit any pupils with an 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. 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.

### **All Other 6th Form Applicants**

To be eligible to enter the sixth form both internal and external students will be expected to have met the minimum academic entry requirements. In addition to the sixth form's minimum academic entry requirements students will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually on the website at the beginning of the academic year prior to admission.

The on-line application form which is available on the school website should be submitted by the closing date for applications (12 noon on Friday 5th January 2024) .

### **Consideration of Applications**

Where BCCS is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted/permitted to progress. Where there are more eligible external applicants that satisfy any academic entry requirements, priority will

be given in the order set out below:

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

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.

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. 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 attending 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 only) at the time of admission.

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

### **3. Children of Staff**

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.

Parents applying for a place under this criterion should complete and submit the [Staff Supplementary Information Form](#) by Date TBC (usually first day of Term 3) to CST. Please note that the parent applying on the CAF to the home local authority should be the member of staff.

### **4. 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 of the following Bristol Local Authority postcode areas BS1 to BS16. This process will be overseen by an independent body.

## **5. 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.

### **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 and 2] above, the applicant's address is not taken into consideration to determine whether a child meets these criteria.

### **Late Applications**

All applications received by the admission authority after the closing date will be considered as late applications. Late applications will be considered after those received on time and will be considered after GCSE results day. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

### **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 the Admissions Officer, Cathedral Schools Trust, 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.

## **Waiting Lists**

Where in any year the school receives more applications for Sixth Form places than there are places available, a waiting list will operate until 31 December in the year of entry. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. In the case of sixth form admission the student may also ask for his or her name to be added to the waiting list.

The school will keep a list, ranked against the oversubscription criteria [1 - 5 above], of those applying for entry to Year 12 who are not made a conditional offer at Easter. Any of those students meeting the academic entry requirements on GCSE results day in August will be considered for a place if any students who were previously offered places, conditional upon meeting the above academic entry criteria, do not achieve their grades or do not take up their offer of a place in the sixth form.

### **Appeals**

All applicants refused a place have the right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. For information please contact [post16admissions@bristolcathedral.org.uk](mailto:post16admissions@bristolcathedral.org.uk)

### **Registered Address**

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