

ADMISSION ARRANGEMENTS 2022/23 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.

BCCS will admit any students with an Education, Health and Care Plan (EHCP) naming the school.

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 **12 noon on 5th January 2022**.

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 and Previously Looked After Children

Highest priority will be given to children with the status of 'looked after' children or 'previously looked after' children at the time the application is submitted and will be

allocated places in this category.

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. A 'previously looked after child' is a child who was looked after, but ceased to be so because they were adopted, or became subject to a child arrangements or residence order, or a special guardianship order.

In order to be included in this category, a letter on headed notepaper signed by the child's fully qualified current or former social worker confirming their status must be submitted with the application or, if later, by the closing date for applications.

2. Siblings

Next, children who, on the date of admission, will have a sibling on roll at Bristol Cathedral Choir School (11-16 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). The admission authority may require proof of relationship and/or proof of residence. The applicant's address is not taken into consideration under this criterion.

3. Children of Staff

Next, children who are sons / daughters of serving employees of Bristol Cathedral Choir School. This will include all teaching and non-teaching staff who have;

- a. been employed permanently at the school for two or more years at the time at which the application for admission to the school is made, or;
- b. where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

For the avoidance of doubt, the applicant's address is not taken into consideration under this criterion. Parents applying for a place under this criterion should complete and submit the [Staff Supplementary Information Form](#) by **12 noon on 5th January 2022**.

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 i.e the drawing of lots, 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 i.e the drawing of lots, 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 in categories [1-5] above a tie-break is necessary to determine which child is admitted, random allocation will be used to decide who will be admitted and this process will be overseen by an independent body.

Applicant's Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

For the avoidance of doubt, In categories [1-3] 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 year 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

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 the **end of the first half term** of the school year. 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

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