

## **DETERMINED ADMISSION ARRANGEMENTS 2021/22 for 11 - 16 provision**

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

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. 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.

### **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**

Highest priority will be given to looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.

#### **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. The applicant's address is not taken into consideration under this criterion.

#### **3. Music Specialism**

Next, up to 15 places of the year 7 intake will be allocated to children who have demonstrated an aptitude<sup>1</sup> in our specialist subject area for music, using a music aptitude assessment test for pitch, melody, texture and rhythm. For the avoidance of doubt, the applicant's address is not taken into consideration under this criterion.

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<sup>1</sup> *Aptitude measures potential, ability measures attainment or what has already been achieved and the two should not be confused.*

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 closing date for applications to sit the music aptitude test is **9am on Monday 28th September 2020**.

The music aptitude test will be held on **Wednesday 30th September 2020** and parents will be informed of the result of the test before the closing date for applications which is 31st October 2020.

For further details and frequently asked questions about the music aptitude assessment test please click here: [How to Apply for a Music Specialism Place](#)

For the avoidance of doubt children not demonstrating aptitude will be considered alongside all other children against the oversubscription criteria, in order of priority including random allocation if their parents apply for a place.

#### **4. Children of Staff**

Next, Pupils who are sons / daughters of serving employees of Bristol Cathedral Choir School. This will include all teaching and non-teaching staff, full and part-time working 28 hours or more per week during term-time and who have 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, and/or 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.

#### **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. For the avoidance of doubt, the applicant's address is not taken into consideration under this criterion.

#### **6. Siblings**

Pupils who, on the date of application, will have a sibling on roll at Bristol Cathedral Choir School (Year 7 to Year 11). 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. For the avoidance of doubt this does not include cousins, other family members or friends. The trust may require proof of relationship and/or proof of residence. The applicant's address is not taken into consideration under this criterion.

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

For all other children not falling into any of the above categories, random allocation i.e the drawing of lots, will be used as a tie-break to decide the remainder of the places for children living in any of the following Bristol postcode areas BS1 to BS16. This process will be overseen by an independent body.

#### **8. All other children not living in Bristol 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 all other children living outside of the above postcode areas. This process will be overseen by an independent body.

### **Tiebreak**

If in categories [1-8] 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.

### **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.

### **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.

Please note, In categories [1-6] 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 local authority after the deadline will be considered to be late applications. Late applications will be considered after those received on time. 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 request that the child is admitted to another year group (state which one), and the reasons for that request.

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**

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the admission authority 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.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria, in order of priority. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Unsuccessful music specialism applicants will be considered alongside all other children against the oversubscription criteria, in order of priority including random allocation.

During the normal admission round for the Year 7 intake, where a music specialism place becomes vacant it will be reallocated from the next highest scoring applicant based on the combined scores achieved in both music aptitude tests.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact [admissions@bristolcathedral.org.uk](mailto:admissions@bristolcathedral.org.uk) for information on how to appeal. Information on the timetable for the appeals process is on the school website at; <http://bccs.bristol.sch.uk>

### **Admission to other years**

CST is the admission authority and administers all in year applications for BCCS.

Parents/carers, seeking admission to a year group other than year 7 are able to make an in year application to the school. Please note there are no probationer chorister or music specialism places for an in year admission. These places are for children as part of the normal admission round for year 7 only.

Parents/carers should complete the on-line application form available on the school website or by requesting a form from the school. Parents/carers will be notified in writing, of the outcome of their in year application and have a right of appeal to an independent appeal panel if a place is refused. Parents/carers should indicate on the reply form, included with the notification letter, and return it to the school, if they wish their child's name to be placed on the waiting list and/or appeal for a place.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added or leaves it.

Each in year application made to the school is only valid for the academic year in which it is made. Parents/carers will be required to make a fresh application for each new academic year.

The school will participate in Bristol City Council's In Year Fair Access Protocol.

**Registered Address**

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