

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. Children in care or children who were previously in care

Highest priority will be given to children in care or children who were previously in care at the time the application is submitted and will be allocated places in this category.

i. To a Local Authority in England and immediately after being in care who became subject to an adoption, child arrangement order, or special guardianship order.

ii. Those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Children in Care and Children Previously in Care are defined as;

i. 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. [1989 Children's Act](#)

ii. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school. Applicants can provide evidence demonstrating their child was previously in care to an institution acting as a Local Authority, or an organisation that supports the best interests of the community/child. In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child, confirming that they were looked after immediately prior to that order being made, or such evidence that demonstrates a child was in state care outside of England prior to being adopted.

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 aptitude¹ 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.

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.

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

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:

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 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.

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 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 within 10 working days 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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