

ADMISSION ARRANGEMENTS 2021/22 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 Tuesday 5th January 2021**.

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. 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. Siblings

Next, children 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.

3. Children of Staff

Next, priority will be given to children who are sons / daughters of 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.

4. Random allocation to other children living in Bristol postcode areas BS1 to BS16

For all other children not falling into any of the above categories, random allocation 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.

5. Random allocation to 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 to all other children living outside of the above postcode areas. This process will be overseen by an independent body.

Tiebreak

If in categories [1-5] 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:

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 [1-3] 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 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.

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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