



COLSTON'S GIRLS' SCHOOL ALLOCATION STATEMENT Year 7 2018/2019

Our admissions arrangements:

Colston's Girls' School is an Academy independent from the Local Authority, funded directly by the Department of Education, for a set number of places in each year group (published admission number or PAN).

Our admissions arrangements are co-ordinated with the Local Authority in Bristol. Colston's Girls' School is its own Admissions Authority and has its own criteria and admissions arrangements. Information of our admissions arrangements follow below.

Why your daughter has not been offered a place at Colston's Girls' School:

The reason why your daughter has not been offered a place at Colston's Girls' School is because there were more applications than places available. The admission number is published every year in our Admissions Arrangements, and in the Local Authority's "A guide for parents and carers on applying for a secondary school place for the school year 2017-18", and on the Colston's Girls' School website.*

Our allocation of Year 7 places for September 2017:

The school received a total of 694 on-time applications. The School's PAN for Year 7 is 168*.

Five places have been reserved for children with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP). The remaining 163 places have been allocated by applying the published oversubscription criteria, in order, as set out in the Admission Arrangements 2018/2019 for the first round of allocation:

Places were allocated as follows:

Applicants with SEN/EHCP	5
Looked After Children	3
Foreign Language scholars	16
Siblings	47
Staff	1
Random Allocation	96

A fair banding method was applied to ensure a comprehensive intake. Applicants were placed into one of five ability bands based on the score achieved in the GL Assessment Non Verbal Reasoning assessment, which all applicants who submitted a Supplementary Application Form by the deadline of 24th September 2017 for Year 7 secondary transfer places, were invited to take.

All applicants who sat the assessment were placed in bands, such that, wherever possible, there was an equal number in each band. Places were then allocated, as far as possible, such that, an equal number were given in each band. Banding enabled Colston's Girls' School to ensure an intake that is representative of the ability range of applicants to the school. These bands were applied to the oversubscription criteria 6.1 c), d) and e).

Late applicants (defined as applications received after the deadline for receipt of the Common Application Form of 31st October 2017) will be considered after the first round of random allocation. Late applications will be considered under 6.1 f) only.

**The PAN has been increased since it was originally published from 140 to 168.*

ADMISSION PROCEDURES

(Extract from Admissions Policy 2018/2019)

Colston's Girls' School will admit pupils with Statements of Educational Needs or Education, Health and Care Plans where Colston's Girls' School is named in the Statement or Plan.

Procedures where Colston's Girls' School is oversubscribed:

Where the number of applications for admission is greater than the published admission number of 168*, applications will be considered against the criteria as set out in order below:

a) **CHILDREN IN CARE**

Equal priority will be given to:

- (i) children who are "looked after" children (within the meaning of the Children Act 1989) at the date that the relevant application for admission is made and who a local authority has confirmed will continue to be looked after by it in accordance with relevant legislation at the time they are admitted to Colston's Girls' School; and
- (ii) previously "looked after children" who are defined as children who were adopted (or made subject to child arrangement orders or special guardianship orders) immediately following having been looked after.

b) **FOREIGN LANGUAGE SPECIALISM**

Children up to a maximum of 10% (16 places) of the Year 7 published admission number admitted on the basis of aptitude in Foreign Language.

c) **SIBLING**

Children who, on the date of admission, will have an older sibling on the roll of Colston's Girls' School.

In order to be considered under the sibling criteria, parents/carers should submit a Supplementary Application Form on behalf of the applicant, by the deadline of 24th September 2017.

The term "sibling" is defined as a sister, but not cousins or other family members, under one of the following categories, and who will be living permanently with them at the same address at the date of their entry to the School.

Categories of Sibling

- (i) Full
- (ii) Half
- (iii) Step
- (iv) Adopted
- (v) Fostered

After places have been allocated, the parent(s)/carer(s) may be required to supply proof of the sibling relationship by providing documentary evidence which might include birth date, adoption certificate, relevant court order, Home Office documents, proof of abode. In certain circumstances, Colston's Girls' School may reasonably require further evidence.

Failure to submit a Supplementary Application Form by the deadline of 24th September 2017 will prevent applicants being considered under the sibling category and they will only be considered under oversubscription criteria 6.1f).

d) STAFF

Children who have a parent/carer who is a member of staff at Colston's Girls' School who has been employed for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

e) RANDOM ALLOCATION – BANDED

Places will be allocated by Random Allocation, to those who have submitted a Supplementary Application Form by the deadline of 24th September 2017 and sat the Non-Verbal Reasoning assessment, as specified below. This process will be independently verified in conjunction with the local authority.

(i) 75% of those places will be offered to an inner catchment area which will include all addresses in post codes BS1 – BS16

(ii) 25% of those places will be offered to an outer catchment area which will include all addresses in post codes

- BS17 to BS49
- BA1 to BA3
- GL9, GL12, GL13
- SN14

f) REMAINING PLACES

Where places are still available, these will again be allocated by random allocation to those applicants who fulfil one or more of the following criteria:

(i) those not submitting a Supplementary Application Form by 24th September 2017

(ii) those not attending the Non-Verbal Reasoning Assessment

(iii) those living outside the above areas, detailed in 6.1 e)



Colston's Girls' School

APPEALS PROCEDURE

ADMISSIONS 2018/2019

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The Appeal Hearing

Please read all pages in this booklet before completing your appeal form.

“Under The Education Act parents have the right to appeal to an Independent Appeal Panel against a school’s decision not to offer their child a place”

The School will arrange for an Independent Appeal Panel to consider the School's reasons for refusal and your reasons for wanting to attend the School.

The Panel will consist of three people (*two will have education experience and one will be a lay member*).

The Panel will consider the case put forward by you and the School, they must consider the admission arrangements for the School and the reasons why you want to attend that particular School. The Panel must exercise its discretion by balancing the weight of your argument (for wanting to attend) against the School’s reasons for refusal, *i.e. the prejudice that one more student would cause to the education of the students already offered and the Health and Safety of all the students on the school site, also taking into account the School's published admission arrangements.*

The decision of the Independent Appeal Panel is binding on the School and the Parents.

Admission Criteria & Waiting list information

Parents wishing to appeal for a place for their child at the School should consider the following points before completing the Appeal Form.

YEAR 7

Please ensure that you have received your official School decline letter before completing this form. This letter will give you the reason why your child's application has been declined.

The School received 694 applications for the 168* places that are available for Year 7 entry in September 2018.

Please note that all the 168 places available have been offered. If places become available after the "national offer day", these will be offered in accordance with the published admissions criteria, to those on the waiting list. We are unable to offer more than the 168 places available.

THE ADMISSION CRITERIA (Year 7)

Extract from Colston's Girls' School Admissions Policy 2018/2019:

Colston's Girls' School will admit pupils with Statements of Educational Needs or Education, Health and Care Plans where Colston's Girls' School is named in the Statement or Plan.

Procedures where Colston's Girls' School is oversubscribed:

Where the number of applications for admission is greater than the published admission number of 168, applications will be considered against the criteria as set out in order below:

- a) CHILDREN IN CARE
Equal priority will be given to:
 - (i) children who are "looked after" children (within the meaning of the Children Act 1989) at the date that the relevant application for admission is made and who a local authority has confirmed will continue to be looked after by it in accordance with relevant legislation at the time they are admitted to Colston's Girls' School; and
 - (ii) previously "looked after children" who are defined as children who were adopted (or made subject to child arrangement orders or special guardianship orders) immediately following having been looked after.
- b) FOREIGN LANGUAGE SPECIALISM
Children up to a maximum of 10% (16 places) of the Year 7 published admission number admitted on the basis of aptitude in Foreign Language.
- c) SIBLING
Children who, on the date of admission, will have an older sibling on the roll of Colston's Girls' School.

In order to be considered under the sibling criteria, parents/carers should submit a Supplementary Application Form on behalf of the applicant, by the deadline of 24th September 2017.

The term “sibling” is defined as a sister, but not cousins or other family members, under one of the following categories, and who will be living permanently with them at the same address at the date of their entry to the School.

Categories of Sibling

- (i) Full
- (ii) Half
- (iii) Step
- (iv) Adopted
- (v) Fostered

After places have been allocated, the parent(s)/carer(s) may be required to supply proof of the sibling relationship by providing documentary evidence which might include birth date, adoption certificate, relevant court order, Home Office documents, proof of abode. In certain circumstances, Colston’s Girls’ School may reasonably require further evidence.

Failure to submit a Supplementary Application Form by the deadline of 24th September 2017 will prevent applicants being considered under the sibling category and they will only be considered under oversubscription criteria 6.1f).

d) STAFF

Children who have a parent/carer who is a member of staff at Colston’s Girls’ School who has been employed for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

e) RANDOM ALLOCATION – BANDED

Places will be allocated by Random Allocation, to those who have submitted a Supplementary Application Form by the deadline of 24th September 2017 and sat the Non-Verbal Reasoning assessment, as specified below. This process will be independently verified in conjunction with the local authority.

- (i) 75% of those places will be offered to an inner catchment area which will include all addresses in post codes BS1 – BS16
- (ii) 25% of those places will be offered to an outer catchment area which will include all addresses in post codes

- BS17 to BS49
- BA1 to BA3
- GL9, GL12, GL13
- SN14

f) REMAINING PLACES

Where places are still available, these will again be allocated by random allocation to those applicants who fulfil one or more of the following criteria:

- (i) those not submitting a Supplementary Application Form by 24th September 2017
- (ii) those not attending the Non-Verbal Reasoning Assessment
- (iii) those living outside the above areas, detailed in 6.1 e).

BANDING

Extract from Colston's Girls' School Admissions Policy 2018/2019:

- 7.1 Where parents/carers have submitted a Supplementary Application Form by 24th September 2017, the applicant will be invited to sit a Non Verbal Reasoning assessment so that they can be placed in an ability band.

The Assessment is on the morning of Saturday 7th October 2017 at Colston's Girls' School.

- 7.2 On the basis of the result of the assessment, applicants will be placed into one of five ability bands.
- 7.3 Banding will be applied to paragraphs 6.1 c), d), and e) to ensure an intake that is representative of the ability range of applicants to the school.
- 7.4 Places will be allocated, as far as possible, such that an equal number are given in each band.

7.5 **Failure to attend**

Where an applicant has submitted a Supplementary Application Form but not attended the Non Verbal Reasoning assessment due to pre-advised illness or religious observance, arrangements will be made for the applicant to attend the alternative back-up session on Monday 16th October 2017.

Where an applicant does not attend either of these days, they will only be eligible for consideration under oversubscription criteria 6.1 f), Remaining Places.

7.6 **Failure to complete a Supplementary Application Form**

If an applicant fails to complete and submit a Supplementary Application Form by 24th September 2017, they will only be eligible for consideration under oversubscription criteria 6.1 f), Remaining Places.

The exception to this would be for Children with Statements of Educational Needs or Education, Health and Care Plans, and for Children in Care (as detailed in 6.1 a).

AN EXPLANATION OF THE ADMISSIONS CRITERIA

Random Allocation - Banded

All eligible applicants, who have submitted a Supplementary Application Form by the deadline of 24th September 2017 and sat the Non-Verbal Reasoning assessment, and who have not been already been offered a place under the criteria above 6.1 a) to d).

Under this criterion the School does not take into consideration where the applicant lives, only that they live in the catchment area (*i.e. you may have heard of a child who has been offered a place under this criterion but lives at an address further away than your child*).

Foreign Language Aptitude

The School received 338 applications from applicants who wanted to be considered under this criterion. In order to ensure equal opportunities, these applicants had to take a Foreign Language assessment. **We are not allowed to take into consideration previous language experience.**

Sibling

Children who, **on the date of admission**, will have an older sibling on the roll of Colston's Girls' School.

In order to be considered under the sibling criteria, the parent(s)/carer(s) should submit a Supplementary Application Form on behalf of the applicant, by the deadline of 24th September 2017.

The term "sibling" is defined as a sister, but not cousins or other family members, under one of the following categories, and who will be living permanently with them at the same address at the date of their entry to the School.

Categories of Sibling

- | | |
|-------|----------|
| (i) | Full |
| (ii) | Half |
| (iii) | Step |
| (iv) | Adopted |
| (v) | Fostered |

Waiting List

All applicants who have not been offered a place, and notified their local education authority that they wish to go on the school's waiting list, will remain on the reserve list until 1 September 2018.

They will be considered with the other applicants in their ability band if a vacancy occurs regardless of whether the parents appeal or not.

After 1 September 2018, all applicants may contact the school direct for their daughter's name to be added to the casual waiting list for an in-year admission.

N.B. Using your right to appeal will not change your child's inclusion on the waiting list.

If you require any further information regarding the School Admissions procedure, please read the Admissions Policy 2018/2019 which is available from the School website; www.colstongirls.org.

FOR PARENTS WHO WISH TO APPEAL

Parent(s)/carer(s) wishing to appeal against the School's decision should complete an Appeal Form stating the reason for the appeal based on the published Admissions criteria.

Completed forms should be sent to the Clerk to the Appeal Panel c/o Colston's Girls' School.

Completed appeal forms must be received at the School's address by the closing date Friday 11th May 2018.

The appeals will be heard in private by an Independent Appeal Panel during the week commencing **18th June 2018**. The Clerk to the Appeal Panel will notify you of the date and time of your appointment.

- Appeals may be made in English or the parents' first language.
- Only one appeal per application is allowed.
- Appeals are conducted in person, and you may bring a friend.

Late appeals will only be considered in VERY exceptional circumstances.

Parents who wish to appeal should complete the Appeal Form on Page 9. This should then be detached and sent to:

**The Clerk to the Appeal Panel
c/o Colston's Girls' School
Cheltenham Road
Bristol
BS6 5RD**

Email: admissions@colstongirls.bristol.sch.uk

Notes:

- *The published admission number has been increased since the publication of the Admissions Policy for 2018/19 from 140 to 168.*

COLSTON'S GIRLS' SCHOOL ACADEMY



**REQUEST FOR AN ADMISSION APPEAL
YEAR 7 2018/2019**

Details of Parent of Carer		
Full Name of Parent/Carer:		
Home Address of Parent/Carer:		
Telephone Numbers:	Home:	Mobile:
Email Address:		
Details of Child for whom you are Appealing		
Full Name of Child:		
Date of Birth of Child:		
Attendance at an Appeal Hearing		
Do you wish to attend a hearing of your Appeal?	YES / NO <i>Please delete as appropriate</i>	
Do you intend to be represented at a hearing or accompanied by a friend?	YES / NO <i>Please delete as appropriate</i>	
If YES, please give details:		
Name of representative/friend:		
Will the representative/friend be translating during the appeal?	YES / NO <i>Please delete as appropriate</i>	

Reasons for Appeal

It is important to provide the Independent Appeals Panel with full details so that the Panel has all the information which may be relevant to your case.

Please give details of the reason for your appeal in relation to the Academy's Admissions Policy.

I have read the Academy's Admissions Policy and would still like to appeal against the Academy's decision not to offer my child a place, because:

If you wish to submit documentary evidence in support of your appeal it should be attached. Please continue on a separate sheet if necessary.

Declaration

I wish to appeal against the decision of Colston's Girls' School not to offer my daughter a place. I confirm that all the information I have provided is accurate. I also agree to whatever checks may be carried out to verify accuracy.

Signed:

Date:

**This form must be returned to:
The Clerk to the Appeals Panel, c/o Colston's Girls' School, Cheltenham Road, Bristol, BS6 5RD
by Friday 11th May 2018**