

## Year 7 2019 Appeal Guidance

### **BEFORE COMPLETING AN APPEAL FORM PLEASE READ ALL PAGES IN THIS DOCUMENT**

As a parent/carer you have expressed a preference to your home local authority regarding the school you would like your child to attend. However, if the year group applied for is oversubscribed and has reached its published admission number (PAN), the admission authority may not be able to meet your preference. Compliance with your preference would “prejudice the provision of efficient education or the efficient use of resources” at the school. Under the Education Act a parent/carer has the right to appeal against the decision to refuse their child a place at a school for which they have applied for.

Trinity Academy has an admission number of 120 and has received **221** on time applications for the academic Year 7 2019/20.

In the first allocation round, all **120** places have been offered against the oversubscription criteria, in order of priority, as set out in the admission arrangements 2019/20. A full copy of the admission arrangements, including our map of priority areas can be viewed on the website; <http://www.trinityacademybristol.org/>

### **How have the 120 places been allocated in the first round for year 7 2019?**

1 place has been reserved at the request of the SEN team for children with an Education, Health and Care Plan (EHCP).

The remaining 119 places have been allocated by applying the oversubscription criteria, in order of priority, as set out in the published admission arrangements 2019/20 for the 1<sup>st</sup> round of allocation:

- ‘Looked after’ children or ‘previously looked after’ children (2 places).
- Feeder School (27 places).
- Siblings (None)
- Music Specialists (12 places).
- Inner Priority Area (19 places)
- Outer Priority Area (58 places)

### **Oversubscription Criteria**

1. 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. Priority will next be given to children who are on the roll of Stoke Park Primary School, which is a designated feeder school for Trinity Academy.
3. Priority will next be given to the siblings of pupils attending the school at the time the application is received in the order set out below. As this is the school's first year, this will only apply to in year applicants;
  - a. a sibling where the main home address is in the inner priority area, then
  - b. a sibling where the main home address is in the outer priority area. Children permanently resident at addresses beginning with any of the following postcodes; BS1 1, BS1 2, BS1 3, BS1 4, BS1 5, BS1 6, BS2 8, BS2 9, BS6 5, BS6 6, BS6 7, BS7 8, BS8 1.
4. Next, 10% of the PAN will be allocated to children who have demonstrated an aptitude in our specialist subject area for music, using a music aptitude test for pitch, melody, texture and rhythm.
5. Places will next be allocated to the inner and outer priority areas as follows:

Up to 25% of the remaining places will first be randomly allocated to children living within the inner priority area. Children living on the boundary line will be considered to be living within the inner priority area. (Please refer to the map of priority areas on the website.)

Any remaining places will be randomly allocated to children living within the outer priority area. Children permanently resident at addresses beginning with any of the following postcodes; BS1 1, BS1 2, BS1 3, BS1 4, BS1 5, BS1 6, BS2 8, BS2 9, BS6 5, BS6 6, BS6 7, BS7 8, BS8 1.
6. If there are any places remaining after places have been allocated to both priority areas, places will next be allocated to children living outside the priority areas via random allocation.

### **How do I appeal for a place at Trinity Academy?**

Once you have received the official paperwork from Trinity Academy which provides the reason why your child's application has been unsuccessful, please respond by the deadline requested. If you decide to appeal you will need to complete the Trinity Academy appeal pro forma with **your reasons in writing**. An appeal cannot be set up without your reasons in writing. The appeal proforma is available from the school website:

<http://www.trinityacademybristol.org/admissions/key-information/>

You will need to submit the appeal proforma to the school by the deadline of **Friday 3rd May 2019**. You may include any additional information which you feel is relevant to your appeal with this form and return it to: **Admissions, Cathedral Schools Trust, College Square, Bristol, BS1 5TS** or email it to [admissions@trinityacademybristol.org](mailto:admissions@trinityacademybristol.org)

In order to lodge an appeal for Trinity Academy you must have previously submitted an application for Trinity Academy and been refused a place.

### How does the appeal process work?

Democratic Services at Bristol City Council is employed by Trinity Academy to administer and conduct our appeals. They will organise an independent appeal panel which consists of 3 people with no prior connection with Trinity Academy, a Lay person, a Chair and a member acquainted with education. There will also be a clerk in attendance to minute the appeal.

The independent appeal panel must follow a two stage decision making process for all appeals; **Stage 1** - You will be invited to attend, which will be in the presence of all those appealing for a place for Year 7. A presenting officer from the school will present the school's case and its decision not to admit the child. The panel will examine the decision by the school to refuse admission, whether the admission arrangements were correctly and impartially applied and whether the admission of an additional child would prejudice the provision of efficient education or the efficient use of resources.

**Stage 2** - This is your individual appeal which will be held in private. The appeal panel must balance the prejudice to the school against your case for your child to be admitted. They will need to take into account your reasons for expressing a preference including what this school can offer your child that the allocated school or other schools cannot.

### What happens once the appeal has been lodged with the school?

Trinity Academy will acknowledge receipt of your appeal paperwork by letter or email and will forward all your appeal documents to Democratic Services.

### When will the appeal be heard?

The Year 7 2019 appeals for Trinity Academy are scheduled to commence from Monday 24th June 2019. Stage 1 will take place on this date and you will receive notification in writing from Democratic Services with a date and time for your individual appeal hearing (Stage 2).

### Where will the appeal be held?

Appeals for Trinity Academy will be heard at Bristol City Council, City Hall, College Green, Bristol BS1 5TR.

### Who decides the outcome of the appeal?

The independent appeal panel must either uphold or dismiss an appeal. **A panel's decision that a child shall be admitted is binding on the school and the parents.** If your appeal is successful then a place will be offered at the school immediately. As a result, successful appeals will take the school over its PAN. If your appeal is unsuccessful then your child will remain on the waiting list.

### When do we know the result of the appeal?

You will receive written notification of the outcome of your appeal within five school days of the hearing, wherever possible.

### What happens about the school place I've already been offered?

If you appeal, the place you have been offered at another school will be reserved by your home

local authority pending the outcome of the appeal for Trinity Academy.

### **What if I change my mind about appealing?**

If, at any time, you want to withdraw your appeal or remove your child's name from the waiting list, please inform either [admissions@trinityacademybristol.org](mailto:admissions@trinityacademybristol.org) or Democratic Services via email at [school.appeals@bristol.gov.uk](mailto:school.appeals@bristol.gov.uk)

### **What if I do not attend my appeal hearing?**

Where an appellant fails, or is unable, to attend and it is impractical to offer an alternative date the appeal may go ahead in your absence and a decision reached based on the written information submitted.

### **What if a place becomes available from the waiting list?**

If your child qualifies for a place that has subsequently become available at Trinity Academy whilst you are waiting for your appeal to be heard then in this event your appeal will be cancelled. N.B using your right to appeal will not affect your child being on the waiting list.

### **Waiting List**

Trinity Academy is its own admission authority and maintains its own waiting list. The waiting list will consist of applicants who have requested via the local authority to be put on the waiting list, those who lodge an appeal, or, late applications. The waiting list is ranked in line with the oversubscription criteria, in order of priority. Late applicants who are 'looked after' or 'previously looked after' will be considered higher priority than any on - time applications. Where a place becomes available and there is no higher priority based on the oversubscription criteria to allocate, we will offer a place by carrying out a fresh round of random allocation of all remaining applicants on the waiting list.

### **Music Specialism Waiting List**

Any applicant who declined a place offered under the 10% music aptitude criterion will be replaced from the next highest ranked applicant from the music specialism waiting list.

### **KEY POINTS – if you choose to appeal**

- Send in your Appeal proforma on time – by **Friday 3rd May 2019**
- Think about your child's needs
- Find out about Trinity Academy and the school you have been offered
- Decide what is unique about Trinity Academy in terms of meeting your child's needs
- Prepare your case
- Backup your points with evidence – simply stating your child lives locally or has always wanted to attend Trinity Academy is not evidence.
- Please inform us immediately if your appeal is no longer required.

### **Further Information**

[admissions@trinityacademybristol.org](mailto:admissions@trinityacademybristol.org) or telephone 0117 353 5080.

*This guidance is based on the published admission arrangements for Trinity Academy and the Department for Education, Code of practice on School Admission and School Admission Appeals. For copies of the DfE Codes of Practice please visit [www.education.gov.uk](http://www.education.gov.uk)*