

## Consultation Report: Determined Admission Arrangements for 2022/23

### 1 Background

Cathedral Schools Trust (CST) is the admission authority for all schools within the Trust. The admission authority constitutes an admission committee of trustees and governors for each school (referred to as the 'committee' hereafter). Admission arrangements are reviewed and determined (agreed) on an annual basis. The committee has the freedom to determine what their admission arrangements will be for each intake. There are no guarantees that admission criteria set in previous years will remain the same in future years for parents wishing to apply and hoping to secure a place for their child(ren).

Whenever a committee for a state school or academy wishes to make any changes to its admission arrangements it is required to conduct a statutory consultation. Changes must be consulted approximately eighteen months before the admission date of the students affected, so changes for admissions in September 2022 must be consulted on in winter 2020/21 following the timetable set out in the School Admissions Code 2014 (SAC) [DfE School Admissions Code](#) It stipulates:

- Who must be consulted, such as parents, other admission authorities, other schools.
- When the consultation must happen - for a minimum of 6 weeks ending no later than 31st January 2021.
- When the arrangements must be determined (agreed) following the consultation - by 28th February 2021.
- When the arrangements must be published - by 15th March 2021.
- Objections to the schools adjudicator - by 15th May 2021.

Cathedral Schools Trust (CST) consulted on the admission arrangements for **all** schools within the Trust for the academic year 2022/23. The consultation ran for a six week period from 16th November 2020 to 5th January 2021.

- **Bristol Cathedral Choir School (BCCS) 11-16 provision and Post 16 provision**
- **Trinity Academy (TA)**
- **St Katherines' School (SKA) 11-16 provision and Post 16 provision**

- **Cathedral Primary School (CPS)**
- **Headley Park Primary School (HPPS)**
- **Stoke Park Primary School (SPPS)**
- **Victoria Park Primary School (VPPS)**

## **2 The proposed changes**

### **2.1 Bristol Cathedral Choir School (11-16 and Post 16 provision)**

The main changes were:

1. To include a supplementary information form for probationer chorister applications (Year 7 applications only).
2. To include a supplementary information form for children of staff applications.
3. To amend the wording of the sibling criterion; children with an older sibling in Year 11 at the time of application will no longer qualify for a place. For a younger sibling to qualify for a place the older sibling would need to be on roll at the time of admission.
4. To clarify the definition for children living within the Bristol postcode areas BS1 to BS16.
5. To clarify the process of applying outside the normal year group.
6. To clarify the waiting list for Year 7 applications made in the normal admission round will be held until 31st December in the year of entry.

The order of the oversubscription criteria has not changed. There have been some changes to the wording of the arrangements to improve clarity and to ensure they are compliant with applicable legislation.

### **2.2 Trinity Academy**

The main changes were;

1. To move the music specialism criterion to category 2.
2. To extend the inner priority area to Gloucester Road (category 5a), represented by the area shaded blue on the draft map.
3. To amend the outer priority area (category 5b), represented by the area shaded pink on the draft map. Postcodes starting BS1 1, BS1 2, BS1 3, BS1 4, BS1 4, BS1 5, BS1 6 and BS8 1 have been removed from the outer priority area.
4. To amend the process for admitting other children not living in the inner or outer priority areas (category 6); priority will be given to children living closest to the school as measured in a direct line from the home address to the school.
5. To clarify the process of applying outside the normal year group.

6. To clarify the waiting list for reception bulk applications will be held until 31st December in the year of entry.

There have been some changes to the wording of the arrangements to improve clarity and to ensure they are compliant with applicable legislation.

### **2.3 St Katherine's School**

The main changes were;

1. To clarify CST is the admission authority.
2. To clarify, the order of the oversubscription criteria has not changed but there have been some changes to the wording of the arrangements to improve clarity.
3. To clarify the process of applying outside the normal year group.
4. To present Post 16 admission arrangements as a separate document.

### **2.4 Cathedral Primary School**

The main changes were;

1. To amend the wording of the sibling criterion; children with an older sibling in Year 6 at the time of application will no longer qualify for a place. For a younger sibling to qualify for a place the older sibling would need to be on roll at the time of admission.
2. To include a supplementary information form for children of staff applications.
3. To clarify the definition for children living within the Bristol postcode areas BS1 to BS16.
4. To clarify the process of applying outside the normal year group (which includes requests for a delayed reception start for summer born children).
5. To clarify the waiting list for reception bulk applications will be held until 31st December in the year of entry.

The order of the oversubscription criteria has not changed. There have been some changes to the wording of the arrangements to improve clarity and to ensure they are compliant with applicable legislation.

### **2.5 Headley Park Primary School**

The main change was:

1. To clarify the process of applying outside the normal year group (which includes requests for a delayed reception start for summer born children).

The order of the oversubscription criteria has not changed. There have been some changes to the wording of the arrangements to improve clarity and to ensure they are compliant with applicable legislation.

## **2.6 Stoke Park Primary School**

The main change was:

2. To clarify the process of applying outside the normal year group (which includes requests for a delayed reception start for summer born children).

The order of the oversubscription criteria has not changed. There have been some changes to the wording of the arrangements to improve clarity and to ensure they are compliant with applicable legislation.

## **2.7 Victoria Park Primary School**

The main changes were:

1. To include a supplementary information form for children of staff applications.
2. To clarify the process of applying outside the normal year group (which includes requests for a delayed reception start for summer born children).

The order of the oversubscription criteria has not changed. There have been some changes to the wording of the arrangements to improve clarity and ensure they are compliant with applicable legislation.

## **3 Consultation responses and proposed admission arrangements amendments**

The consultation was sent to all parents of students for each school where relevant, published on the relevant school website and/or newsletter of each school and published on the Trust website. It was also circulated to local schools situated in the same local authority with a request to forward to their parents, and other schools situated in neighbouring local authorities with a request to forward to their parents. It was sent to the local authority in which the schools are situated and to neighbouring local authorities and any other relevant body such as the Diocese and local libraries. This includes a mailing list of circa 500 recipients as per the requirements of the SAC.

The consultation was also displayed on the Citizen Space page of the Bristol City Council website:

[School Admission Arrangements for 2022/2023 Academic Year - Bristol - Citizen Space](#)

The committee was provided with all responses received during the consultation process and has considered all comments made by consultees.

### **3.1 Bristol Cathedral Choir School (11-16 and post 16 provision)**

There were 15 responses to the consultation; 11 from parents, 2 from staff members (CST) and 2 from members of The Cathedral.

#### **Summary of responses**

- Support for the inclusion of a supplementary information application form for probationer chorister applicants which underpins the historic link with The Cathedral.
- Concerns there won't be enough places for siblings in the future.
- Some respondents commented that siblings should get priority for places over feeder school children.
- Challenges for families with children at different schools.
- The whole school community is positive and nurturing at BCCS.
- Families 'buy-in' to the BCCS culture.
- Concerns about the change to the wording of the sibling criterion; children with an older sibling in Year 11 at the time of application will no longer qualify for a place. For a younger sibling to qualify for a place the older sibling would need to be on roll at the time of admission (year of entry to the school).
- Concerns the current staff criterion discriminates against employees who work less than 28 hours per week.
- Concerns it is unclear how central team employees working at BCCS qualify under the staff criterion.

#### **3.1.1 Bristol Cathedral Choir School: in conclusion**

Governors and Trustees have discussed, at length over the past 18 months, prior to starting the consultation any proposed changes to admission arrangements and are aware it is likely to generate a range of views from different stakeholders.

The feeder school criterion was raised by a couple of respondents but was fully consulted on in Winter 2018/19 for the September 2020 intake and is therefore not considered in this consultation.

A small proportion of parents (5 respondents) impacted by the changes to the sibling criterion to ensure that siblings are on roll at the time of entry (not application) to the school made valid points in their feedback. Changes to the sibling criterion have been debated at length in the past and the committee understands the concerns of this small group of parents. However, the proposal ensures fairness to other families and is in line with the separation of BCCS Post 16 arrangements from the 11-16 arrangements. Therefore on balance the admissions committee have determined the arrangements in line with the proposed wording.

Giving priority to children of staff in the admission arrangements is not an employment contract term, it is something that schools are permitted to do under the SAC; it is optional and not mandatory. Priority can be given to children of staff of an individual school if they have been employed there for at least two years. Priority can also be given if they are recruited to fill a post for which there is a demonstrable skill shortage.

Given the level of interest, CST will continue to review the arrangements annually and may consult again in the future. Therefore, the committee has determined the admission arrangements as per the consultation version with the following amendments;

- For clarity and consistency across all trust schools, the sibling criterion includes the definition; *Step brothers/sisters are defined as children who are not necessarily related biologically (including foster children) but are living in the same household for the majority of the time at the address the admission authority considers to be the address of the child for whom the application is made.*
- For clarity and consistency CST will define a 'looked after child' as *a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions. A 'previously looked after child' is a child who was looked after, but ceased to be so because they were adopted, or became subject to a child arrangements or residence order, or a special guardianship order. In order to be included in this category, a letter on headed notepaper signed by the child's fully qualified current or former social worker confirming their status must be submitted with the application or, if later, by the closing date for applications.*
- For the priority of children of staff employed at BCCS, CST will remove any restrictions for the number of hours worked.

### **3.2 Trinity Academy**

There were 10 responses to the consultation; 5 responses from current parents/carers, 3 responses from prospective parents, 1 response from a member of the local community and 1 response from a neighbouring secondary school.

- Parents were in favour of the changes to the inner and outer priority area.
- Gives parents more choice for secondary schools where previously they had one choice.
- Supports children living closer to the school.
- Children are able to walk to school.
- Some respondents required clarity how places are allocated across the inner and outer priority areas.
- Concerns the inner priority area extends into the first priority area of a neighbouring school.
- Concerns about the impact on the intake demographic on a neighbouring school and it's negative impact.

### 3.2.1 Trinity Academy: in conclusion

Trinity was established to support the needs of families within north Bristol. The proposal to change the inner priority area to include the area between Filton Avenue and Gloucester Rd was based on applications since the school opened and CST wants to be able to give parents additional choice who live in this area. We received positive responses from families living in this area, however, CST recognises the importance of maintaining relationships with neighbouring schools and we do not want to impact negatively on other catchment areas. Therefore the admissions committee has agreed that the area between Filton Avenue and Gloucester Rd should become part of the outer priority area (category 5b). The map will be adjusted accordingly.

Given the level of interest, CST will continue to review the arrangements annually and may consult again in the future. Therefore, the committee has determined the admission arrangements as per the consultation version with the following amendments;

- The inner and outer priority areas have been adjusted accordingly and can be viewed on the [Map of Priority Areas](#) which form part of the published admission arrangements.
- For clarity, an explanation under inner priority area (category 5a), children living in the inner priority area not allocated a place in 5a will also be ranked within the outer priority area under 5b.
- For clarity and consistency, the sibling criterion includes the definition; *Step brothers/sisters are defined as children who are not necessarily related biologically (including foster children) but are living in the same household for the majority of the time at the address the admission authority considers to be the address of the child for whom the application is made.*

- For clarity and consistency CST will define a 'looked after child' as a *child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions. A 'previously looked after child' is a child who was looked after, but ceased to be so because they were adopted, or became subject to a child arrangements or residence order, or a special guardianship order. In order to be included in this category, a letter on headed notepaper signed by the child's fully qualified current or former social worker confirming their status must be submitted with the application or, if later, by the closing date for applications.*

### **3.3 St Katherine's School (11 - 16 and Post 16 provision)**

There was 1 response to the consultation from the School Admissions Officer at North Somerset Local Authority who advised the use of the same 'home address definition' as the LA to avoid confusion for parents who may be applying to other schools in North Somerset as part of the coordinated admissions process.

The committee has determined the admission arrangements as per the consultation version with the wording suggested by North Somerset local authority for the home address definition;

- *A child's home address is considered to be the place where the child permanently and ordinarily resides for the majority of the time as at the closing date and time. This would normally be the same address as a person who has parental responsibility for the child and is their main carer.*

*An address used for childcare arrangements cannot be used as the home address. The address of a child that is different from his/her parents where the move to this address is expressly linked to obtaining a school place will not be accepted.*

*Where parents do not live together, and the child spends equal amounts of time with both parents, the home will be considered to be that of the parent who made the application to be the child's home.*

*More than one address will not be accepted as the child's home address. If necessary, the terms of a residency order may clarify the home address. If parents share parental responsibility for the child, and both parents submit an application form, both parents will be asked to determine which application should be considered and which application should be withdrawn.*

*If parents are unable to reach an agreement, a Specific Issues Order or a residency order will be requested to be seen for clarification on which address should be used. In the absence of any Specific Issues or residency order, the home address will be considered to be that of the parent with the primary day to day care and control of the child. In reaching this decision, evidence may be requested from both parents.*



*Examples of evidence would be the address of the parent who receives Child Benefit and/or the address which is registered with a medical GP. Parents are urged to reach agreement but where they do not, the home address will be determined for them.*

*If a child is temporarily living away from his/her parents in a different Council area, the Council where the child ordinarily lives will continue to be the home Council.*

*Whilst the place of residence of the child for the first round of allocations would normally be his/her physical place of residence as at Closing Date and time for applications, it should be noted that in certain circumstances and acting in the interests of the child, an alternative place of residence may be used\*, for example where a child is temporarily living away from his/her parent's home and the new temporary place of residence is the home where the child is likely to be living whilst attending school.*

### **3.4 Cathedral Primary School**

There were 4 responses; 1 from a member of staff, 2 from parents and 1 response from a prospective parent.

There was one response from a parent about 'kinship carers' with concerns that the current sibling criterion doesn't recognise these children in the same way as other siblings.

The committee has determined the admission arrangements as per the consultation version with an amendment to the sibling criterion with the following amendments;

- For clarity and consistency, the sibling criterion includes the definition; *Step brothers/sisters are defined as children who are not necessarily related biologically (including foster children) but are living in the same household for the majority of the time at the address the admission authority considers to be the address of the child for whom the application is made.*
- For clarity and consistency CST will define a 'looked after child' as *a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions. A 'previously looked after child' is a child who was looked after, but ceased to be so because they were adopted, or became subject to a child arrangements or residence order, or a special guardianship order. In order to be included in this category, a letter on headed notepaper signed by the child's fully qualified current or former social worker confirming their status must be submitted with the application or, if later, by the closing date for applications.*
- For consistency, for the priority of children of staff employed at CPS, CST will remove any restrictions for the number of hours worked.

### 3.5 Headley Park Primary School

There were no responses therefore CST has determined the admission arrangements as per the consultation version with the following amendment:

- For clarity and consistency CST will define a 'looked after child' as *a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions. A 'previously looked after child' is a child who was looked after, but ceased to be so because they were adopted, or became subject to a child arrangements or residence order, or a special guardianship order. In order to be included in this category, a letter on headed notepaper signed by the child's fully qualified current or former social worker confirming their status must be submitted with the application or, if later, by the closing date for applications.*
- For clarity and consistency, the sibling criterion includes the definition; *Step brothers/sisters are defined as children who are not necessarily related biologically (including foster children) but are living in the same household for the majority of the time at the address the admission authority considers to be the address of the child for whom the application is made.*

### 3.6 Stoke Park Primary School

There were no responses therefore the committee has determined the admission arrangements as per the consultation version with the following amendment;

- For clarity and consistency CST will define a 'looked after child' as *a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions. A 'previously looked after child' is a child who was looked after, but ceased to be so because they were adopted, or became subject to a child arrangements or residence order, or a special guardianship order. In order to be included in this category, a letter on headed notepaper signed by the child's fully qualified current or former social worker confirming their status must be submitted with the application or, if later, by the closing date for applications.*
- For clarity and consistency, the sibling criterion includes the definition; *Step brothers/sisters are defined as children who are not necessarily related biologically (including foster children) but are living in the same household for the majority of the time at the address the admission authority considers to be the address of the child for whom the application is made.*

### 3.7 Victoria Park Primary School

There were 2 responses, both from parents;

- Seeking clarity about the admission of summer born children.
- Seeking clarity about the feeder school criterion and query why other primary schools were not a feeder school for BCCS.

The above queries were responded to separately during the current consultation. The feeder school criterion was raised by a couple of respondents but was fully consulted on in Winter 2018/19 for the September 2020 intake and is therefore not considered in this consultation.

Therefore, the committee has determined the admission arrangements as per the consultation version with the following amendments;

- For clarity and consistency CST will define a 'looked after child' as *a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions. A 'previously looked after child' is a child who was looked after, but ceased to be so because they were adopted, or became subject to a child arrangements or residence order, or a special guardianship order. In order to be included in this category, a letter on headed notepaper signed by the child's fully qualified current or former social worker confirming their status must be submitted with the application or, if later, by the closing date for applications.*
- For clarity and consistency, the sibling criterion includes the definition; *Step brothers/sisters are defined as children who are not necessarily related biologically (including foster children) but are living in the same household for the majority of the time at the address the admission authority considers to be the address of the child for whom the application is made.*
- For consistency, for the priority of children of staff employed at VPPS, CST will remove any restrictions for the number of hours worked.