



## PARENT'S / CARER'S GUIDELINES ADMISSIONS APPEALS - YEARS 7 – 11

Please read these notes carefully before completing the Appeal Form.

- Please complete a separate form for each child.
- Your appeal will be heard by an Independent Appeal Panel appointed by the LA.
- In order to avoid delay in hearing your appeal you should return the appeal form completed on both sides within 14 days.
- You will receive at least 14 days' notice of the date, time and place that the appeal will be heard, However, if an Independent Appeal Panel has already been arranged it may be possible, with your agreement, for your appeal to be heard at the same time.
- The decision of the Independent Appeal Panel is final and binding.

### HOW TO APPEAL

If you do wish to make an appeal you should complete the enclosed application form and return it to the address on the form as soon as possible together with any supporting evidence.

You will receive at least 14 days' notice of the date and time of the appeal, unless you agree to less notice, for example if an Appeal Panel has already been arranged to hear other appeals for the school.

A week before you will be sent copies of all papers which will be referred to at the hearing, including the School's Admissions Authority case and your evidence. All the papers are sent out to the members of the Appeal Panel and the School Admission Authority. You will find it useful to bring the papers with you to the meeting.

### WHAT TO INCLUDE IN YOUR CASE

Describe your child and their interests. Think about all your reasons for wanting them to go to your preferred school and why it would be difficult for them if they did not go. Include any reasons which you feel are important; do not expect the Panel to guess. Think about how you can prove your points. Do you have any reports that back your case?

It is important that you look at other schools with places available. Visit them with your child and do not just take the word of others. Do not just give negative views of these schools, but if you think going to these schools will cause your child problems, include these reasons in your case.

### THE APPEAL HEARING

It is important that you attend the hearing to put forward your reasons in person. You may bring a friend or be represented. If you are bringing anyone with you, you should notify the Clerk in advance.

There will be three people in the Appeal Panel plus a Clerk to take notes. The Headteacher, or School Governor, will present the case on behalf of the school. Sometimes the Borough Solicitor is present to ensure that all the legal requirements are met. **Only** the three members of the Appeal Panel are involved in making the decision.

You and the Panel members can ask questions about the information you have heard. The school has to prove that admitting your child to the school would prejudice the provision of efficient education or the efficient use of resources.

All parties will be asked to leave the meeting whilst the Panel decides whether or not the school has made its case.

If the panel decides that the school **has not** made a case then your appeal automatically succeeds and your child will be admitted to the school. If the panel finds that the school **has** made its case, you will be asked to give your reasons why you think that your child should be admitted to the school. The panel members and the school representative can then ask you questions about your case.

The panel will then consider all the information and will decide who has the stronger case. You will be informed of the Appeal panel's decision by letter within 3 working days of the meeting.

The decision of the Independent Appeal Panel is final and binding on both you and the school.