

# ETAT Admissions Appeals Procedure

## Guidance for Parents

The Admissions Authority's reasons for refusing your original request are set out in the letter attached.

The appeal must include:

1. The full name, address and date of birth of the child
2. The name(s) of the preferred school(s)
3. The reasons for such preference(s)
4. The grounds for the appeal

You will receive at least 10 school days' notice of the date, time and place of the hearing at which you can be present and speak and you can, if you so wish, be accompanied by a friend (that is someone to speak for you and represent your views to the Appeal Panel). Parents for whom English is not the first language may wish to arrange for an interpreter to be present.

You have a right to attend the Appeal Panel meeting. Although it is recommended that you attend the hearing, it can be heard in your absence and the Panel will then consider the matter on the basis of written submissions.

The Appeal Panel will take into account:

1. Your expressed preferences; and
2. The Admission Authority's published arrangements for the admission of pupils.

The conduct of proceedings will depend on the type of appeal. This will be set out in the appeal pack provided by the Appeal Panel.

Appeals will normally be held in private and it should not be necessary for a child to attend or for there to be witnesses, other than the friend or interpreter mentioned in a previous paragraph.

Appeal Panels will ask all parties to withdraw while considering a decision, which will be by majority vote with the Chairman having a second and casting vote, if that is necessary.

A decision of an Appeal Panel will be sent in writing to you by the Clerk to the Panel.

The decisions of Appeals Panel are binding upon the Admission Authority, but parents can complaint about the way an admission appeal was carried out to the Education and Skills Funding Agency.

An appeals form can be found overleaf.

## Admissions Appeal form: Educate Together Academy Trust

Date of original application for a school place?	
What is the date on the admissions refusal letter from the admissions authority?	
Date this appeal was received by school office? (Admin only)	

Section 1: Your appeal	
1.1 For which school are you appealing a place?	
1.2 For which year group has your child been refused a place?	

Section 2: Your child's details (the child who is subject to the appeal)				
2.1 Legal Surname				
2.2 Legal first name(s) and middle name(s)				
2.3 Date of Birth (dd/mm/year)				
2.4 Is your child currently on the roll of a UK school?	Yes		No	
If 'yes', please provide the name of the school:				
When did she/he last attend school? Month/Year				
2.5 Is your child currently a ' <b>Looked After Child</b> '? A child in the care of the Local Authority? (please tick)	Yes		No	
2.6 Does your child have an <b>Education Health Care Plan</b> , issued by a Local Authority? (please tick)	Yes		No	
2.7 Does your child <b>currently</b> have a sibling attending the school for which you are appealing?	Yes		No	
2.8 Please enter the address at which your child lives for the majority of her/his time:				
How long has she/he lived at this address? Yrs/months/weeks				
Are there any shared residency arrangements?	Yes		No	

<b>Section 3: Your details (the person submitting this appeal)</b>				
3.1 Surname				
Forename				
Title: Mr/Mrs/Ms/Other				
3.2 Your relationship to this child: parent/carer/other				
3.3 Do you live at the same address as the child for whom you are appealing?	Yes		No	
If 'no' then please provide your address for communication purposes:				
Telephone number				
Mobile number				
Email address				

<b>Section 4: Your appeal against the decision to refute admission</b>				
4.1 Is it your intention to be present at the appeal hearing? A hearing will be scheduled to take place within 30 days of receipt of this form.	Yes		No	
4.2 You will receive at least 10 school days notice of the appeal hearing: Are you willing to receive a shorter period of notice for the appeals hearing?	Yes		No	
4.3 Is it your intention to call any witnesses at the hearing?	Yes		No	
Name				
Status				
<p><b>Please explain why you are appealing against the decision to refuse your child a place at the school. You, or your representative(s) will have the opportunity to present your case at the appeal hearing and to expand on the information you set out below.</b></p> <p>(please continue on another sheet if necessary)</p>				

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<b>Section 5: Declaration and signature of appellant</b>			
<p>The information that I have provided on this appeal form is honest and not intended to mislead in any way.</p> <p>The information provided on this Appeal Form may be shared by the Admission Authority for the purpose of responding to any points I have set out and for the preparation of my appeal hearing, subject to the General Data Protection Regulation. You can find more information about how we process personal data via our privacy notice which can be found on the policies and procedures page of the school website.</p> <p>(a) I am entitled to make this appeal as I am the legal parent/carer of the child concerned.</p> <p>(b) I have the appropriate consent from the legally responsible party to make this appeal on their behalf.</p>			
Signature of appellant:		Date	

Please read the following information carefully before completing your appeal form.

School Admission Appeals are subject to the requirements of the School Admission Appeals Code, issued by the Department for Education. A copy can be viewed or downloaded at [www.education.gov.uk](http://www.education.gov.uk). Educate Together Academy Trust is the Admissions Authority and as such is responsible for arranging appeal hearings that arise in connection with decisions to refuse admission to the school.

This Appeal Form must be used in order to set out your case and is designed so that the Appeal Panel may fully understand your circumstances. Appeal hearings are scheduled according to the statutory timeframe set out in the appeals timetable which is available on the website of the appropriate school.

The completed Appeal Form may be delivered, posted or emailed to the relevant Educate Together Academy Trust school. The security of data sent

by email is the responsibility of the appellant. If this is of concern to you, then please post or hand deliver the appeal form. It is always advisable to post by a special delivery service or to obtain a receipt if hand delivered. Complete a separate appeal form for each child concerned in full and ensure that you date and sign the declaration before submitting to the school.

Your appeal will be administered and clerked independently of the Admission Authority. The appeal clerk, or an appointed administrator, will contact you regarding a proposed date and time for your appeal hearing as soon as possible after receipt of your completed appeal form. Please ensure that your contact details are entered correctly for this purpose.

Approximately 10 school days before the scheduled appeal hearing you will receive all the papers for the appeal hearing, including details of how the admission arrangements apply to the application, the reasons for the decision to refuse admission and an explanation as to how admission of an additional child would cause prejudice. You will also be advised of the names of the persons on the admission appeal panel.

Additional information may be provided to the Clerk or appointed Appeal Administrator by you and the school, up to two school days before your appeal hearing. No new information may be presented after this period, or at the hearing, unless the Appeal Panel permits (and it would need to take into account the significance of the material and the effect of any possible adjournment).

Contact details can be found via the school websites:

[www.mulberryparket.org.uk](http://www.mulberryparket.org.uk)

[www.parklandset.org.uk](http://www.parklandset.org.uk)

[www.redfieldet.org.uk](http://www.redfieldet.org.uk)

[www.somerdaleet.org.uk](http://www.somerdaleet.org.uk)