

**APPEAL AGAINST DECISION TO REFUSE ADMISSION TO A
BELLEVUE PLACE EDUCATION TRUST PRIMARY SCHOOL
TO BE COMPLETED BY THE PARENT/GUARDIAN (in black ink)**

Child's first name(s)		Surname (BLOCK CAPITALS)	
Date of Birth		School year group	
Address			
Borough of Residence			
Telephone No. Home		Telephone No. Work	
School requested			
Current school (if applicable)			

PARENTS STATEMENT I wish to appeal against the decision not to offer my child a place at my chosen school because :

(continue on page 2 if necessary)

If you have previously appealed please state:

Name of school appealed for		Year in which appeal was heard	
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If you need an interpreter at the appeal hearing and are unable to bring someone with you to interpret, would you like us to try to provide one?

Yes/No **If yes, please state which language is spoken at home** _____

CHILD'S FIRST NAME		SURNAME	
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Parents' statement continued

**Signature of
parent(s)/guardian(s)**

Date

**Name(s) of
parent(s)/guardian(s)**

Please print

PLEASE TAKE OR SEND THIS FORM TO THE SCHOOL YOU ARE APPEALING FOR A PLACE

APPEALS AGAINST ADMISSION DECISIONS GUIDANCE NOTES

If your child has been refused a place at the school you wanted for him/her, you have the right to appeal against the decision under the 1998 School Standards and Frameworks Act.

WHO WILL HEAR YOUR APPEAL

Your appeal will be heard by an independent panel the members of which will be :

- People who have experience in education; who are familiar with educational conditions in the community; or who are parents of registered pupils at a school
- People who are eligible to be lay members. This means people without personal experience in the management of any school or the provision of education in any school (disregarding experience as a school governor or in any other voluntary capacity)

The independent panel will be guided by the School Admissions Code

If you want to appeal against the decision not to allow your child to attend the school of your choice, you should return this form, giving reasons for your appeal, to the School you have been refused a place, as soon as possible and not later than 20 days from the date of the decision against which you are appealing was made.

This is what will happen next:

1. You will be told 10 school days in advance where and when your appeal is to be heard.
2. You will be invited to attend the hearing and, you may be accompanied by a friend or be represented. If you cannot attend the appeal your written appeal will be heard in your absence.
3. 5 days before the hearing you will be sent a written summary of the School's case and the reasons for the decision against which you are appealing.
4. The proceedings, which will be as informal as possible, will normally be as follows:
 - (i) case for the school;
 - (ii) questioning by the parent and panel;
 - (iii) the case for the parent;
 - (iv) questioning by School and panel;
 - (v) reply and summing up by School;
 - (vi) summing up by the parent.

You are strongly advised to name/and accept a place for any lower preference offer even though you may be appealing for your first preference school in case the panel do not uphold your appeal.

APPEAL DECISION

The decision of independent appeal panels is binding on the school

In coming to their decisions, the independent appeal committees have to take into account:

- a) the wishes of parents;
- b) the arrangements for admissions published by the school – which include the number of children the school has authorised to be admitted and other criteria for admission. The admissions criteria for the school can be obtained the school web site, from the School Office and is included in the LA Primary School's Admissions booklet, which can be obtained from the local authority.

INFANT CLASS SIZES REGULATION AND ADMISSION APPEALS

Your attention is drawn to new regulations which apply from 1 September 2001 to classes containing 5,6 or 7 year olds. The regulations state that these classes may not contain more than 30 pupils with a single teacher and, this, therefore, has an effect on entry to reception classes from September 1999.

In view of these regulations, there are now limits to the circumstances in which an appeal panel may uphold an appeal where a place was refused because admission would breach this class size limit. If measures required to keep to the statutory class size limit would result in prejudice to efficient education or the efficient use of resources an appeal panel can only uphold an appeal where it is satisfied either:

- That the child would have been offered a place if the admission arrangements had been properly implemented.
- That the child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the SSFA 1998; and/or
- That the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

April 2017