



ADMISSION APPEALS: A GUIDE FOR PARENTS

Submitting Your Appeal

The Saturn Education Trust (“the Trust”) is the Admissions Authority for Corfe Castle CE Primary School, Swanage St Mark's CE Primary School and Wareham St Mary CE Primary School (“the School”). Please complete the appeal form (included below) to the School office, addressed to the ‘Representative of the Admissions Authority’ (“the Trust Officer”).

The Next Step

At least 10 school days before the hearing (unless you have waived this right) you will be notified of the date and the venue for the hearing as well as other arrangements. You will be sent paperwork which will include details of the School’s case for refusing a place. You will also be advised of the deadline for submitting further evidence in the days leading up to the hearing.

All the written information you have provided to the Trust Officer will be circulated to the Appeal Panel.

The Appeal Hearing

Appeals are timetabled and every effort is made to keep to your appointed time. Please note that there is occasionally some delay if previous appeals have taken longer than expected.

The Appeal Panel will consist of at least three people made up of Lay Member(s) or Education Representative(s).

None of the Panel Members will have any connection with the school you are appealing for or will have been involved in the original allocation decision.

Who attends the Appeal?

The hearing will be held in private. You have a right to attend the hearing and it is very helpful if you can attend to put your case. You will be asked before the hearing whether you intend to call any witnesses or be represented at the hearing. A friend or another family member may attend to support you or help you put your case. If you decide not to attend the hearing your appeal may be heard in your absence based on the written material you have submitted.

The Trust will be represented by the Trust Officer and there may be a representative to put the Local Authority's case. The Clerk to the Appeal Panel will be present throughout the hearing. The Clerk has no role in the decision making process but is an independent source of advice on procedure and takes notes of proceedings

Procedure

The Chairperson will try to keep the hearing as informal as possible and decides how the appeal hearing is run. The normal procedure is as follows:

- i) The Chairperson will welcome you to the appeal, outline the procedure and introduce other Panel Members, the Trust Officer, the Local Authority representative, and the Clerk.
- ii) The Trust Officer will begin by explaining why your child has not been offered a place at the School. If you or the Panel wishes to ask any questions on what has been said, you can do so.
- iii) The Chairperson will then ask you to put your case forward. You will be given as much time as you need and it is important that you tell the Appeals Panel everything that is relevant to your case. The Panel, the Trust Officer and the Local Authority representative can then ask you questions.
- iv) The Chairperson will give the Trust Officer, the LA representative and you the opportunity to sum up your case before you are asked to leave.
- v) The Panel will then discuss the appeal and the Clerk will remain with the Panel to record the decision.

How is the Decision Made?

When reaching a decision the Appeal Panel will go through two stages:

The First Stage

The Appeal Panel must consider whether:

1. the admission arrangements (including the areas coordinated admission arrangements) complied with the mandatory requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998; and
2. the admission arrangements were correctly and impartially applied in the case in question.

The Panel will then decide whether the admission of additional children would prejudice the provision of efficient education or the efficient use of resources.

The Panel must uphold the appeal at the first stage where:

1. the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied or

2. it finds that the admission of additional children would not prejudice the provision of efficient education or efficient use of resources.

In **multiple** appeals where it is found that a number of children would have been offered a place, and to admit that number would seriously prejudice the provision of efficient education or efficient use of resources then the Panel must proceed to the second stage.

The Panel must proceed to the second stage where:

1. It finds that the admission arrangements did comply with admissions law and they were correctly and impartially applied to the child; or
2. It finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied but that if they had complied and had been correctly and impartially applied, the child would not have been offered a place;
3. And it finds that the admission of additional children would prejudice the provision of efficient education or efficient use of resources.

The Second Stage - Balancing the arguments

The Panel must balance the prejudice to the school against the appellant's case for the child to be admitted to the school. It must take into account the appellant's reasons for expressing a preference for the school. If the Panel considers that the Panel's case outweighs the prejudice to the school it must uphold the appeal.

Letting you know the decision

The Clerk will write to let you know of the Panel's decision - usually within 5 school days.

The decision of the Appeal Panel is final and binding. There is no right of appeal against this decision. Appellants may complain about maladministration on the part of an appeal panel to the Education Funding Agency in respect of appeal panels for Academies.

You can find the relevant information at the gov.uk website at the following link:

www.gov.uk/schools-admissions/appealing-a-schools-decision.

Timescale

In accordance with Schools Admission Appeals Code 1 February 2012, Admission authorities **must** set a timetable for organising and hearing appeals that:

1. Includes a deadline for lodging appeals which allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal;
2. Ensures that appellants receive at least 10 school days' notice of their appeal hearing;
3. Includes reasonable deadlines for appellants to submit additional evidence, for admission authorities to submit their evidence, and for the clerk to send appeal papers to the panel and parties;
4. Ensures that decision letters are sent within five school days of the hearing wherever possible.

SATURN EDUCATION TRUST: ADMISSION APPEAL FORM

Before completing this form it is important that you read '*Admission Appeals (A Guide for Parents)*'. The Trust will assume that any appeal lodged for admission to the School is with the agreement of all adults with parental responsibility for the child.

Before completing your reason for appealing, it is important to remember that an appeal panel can only uphold an appeal based on the very strict conditions laid out in the Department for Education's [School Admissions Appeal Code](#)

Please complete this form in BLOCK CAPITALS and in black ink.

Child's Name		Date of birth:	
Parent/Carer Name(s):			

Home address:			
Postcode:			

Telephone contact details					
Mobile		Home		Work	

Please tick as appropriate

	I do not wish to attend in person
	I wish to attend in person
	I wish to be accompanied by a friend / relative (please specify below)

Their name:			
Home address:			
Postcode:			

Telephone contact details					
Mobile		Home		Work	

Please explain your reasons for appeal below. Please attach additional sheets as necessary (preferably using A4 paper with a margin on the left hand side)

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Please sign and date this form

Signature of parent / guardian	
Date:	

If someone else filled out this form on your behalf, please provide their name below:

Signature	
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Please return this form and any supporting or additional information to the School office addressed to "The Representative of the Admissions Authority".