

Judith Kerr Primary School

ADMISSION APPEALS – GUIDANCE FOR PARENTS AND CARERS

September 2014

If your child has not been offered a place at our school, you have the right to appeal. This document provides information about the appeals process.

Before You Appeal

Before you appeal, it is important that you understand why we have not offered your child a place.

If it is unclear to you why your child has been refused admission, please send an email to appeals@jkps-cfbt.org. In that email, **ask us to explain why your child was not offered a place**. To assist us in giving you as much information as we can, please include the following:

- your child's full name;
- your child's date of birth;
- if your child applied for a place in Reception, whether or not the application was submitted on or before 15 January.

We will respond to you in writing telling you why we were not able to offer your child a place. In some cases, we may need to ask you for some additional information and/or speak with Southwark Council before we can respond.

Once you receive our response, please contact us if any part of the response is unclear or requires further explanation.

Please think carefully about whether or not to appeal. Before deciding to appeal, you should take into account our written response to you and our Admissions Policy (including our published admission number of 50 places and our oversubscription criteria). You should appeal if you believe that the Admissions Policy was not followed or that your child is otherwise entitled to a place at the school.

Submitting an Appeal

If you decide to appeal you must do so in writing, using the form available on our website. Our Admissions Policy has further details.

The deadline for appeals regarding Reception applications submitted on or before 15 January is 31 May. If your appeal relates to a Reception application submitted after 15 January, or to a class year other than Reception, please contact us to find out the applicable deadline.

Any information that you submit will be sent to the panel for their consideration at the appeals hearing. You will be asked to declare that all of the information you provide is true and complete so far as you are aware.

You will be given a date for the final submission of any information or documents that you would like the panel to consider. However, you may find that additional information becomes available to you after the final submission date. In such circumstances, the panel will decide whether or not to accept the additional information.

The Panel

The panel will consist of three individuals who are not connected with the school, Southwark Council, or any other local authority.

The panel may consider **only** the following:

1. Statutory compliance:
 - a) whether our school's admission arrangements and Southwark Council's coordinated admission arrangements comply with relevant admissions law¹ and, if not,
 - b) whether your child would have been offered a place if the arrangements had complied.

2. Impartial and correct application:
 - a) whether the school's admission arrangements and Southwark Council's coordinated admission arrangements were correctly and impartially applied to your child, and, if not,
 - b) whether your child would have been offered a place if the arrangements had been correctly and impartially applied.

3. Whether we acted unreasonably in refusing your child a place.

Your appeal can succeed **only** if your child would have been offered a place if the admission arrangements had complied with relevant law or been properly applied.

The Hearing

The hearing will take place at the school on a weekday after school hours during the summer term. We will provide you with a date, time and venue.

The hearing will be held in private, and whatever is discussed will be confidential.

An independent clerk will organise the hearing, take notes at the hearing and advise on procedure. The clerk will not influence the panel's decision.

A representative of the school, who may be a member of the governing body, will attend the hearing and present our case.

You are not required to attend the hearing. If you do not attend, the panel will consider your appeal by reviewing the information and documents that you and we have submitted. However, as discussed above, a representative of the school will attend the hearing. This may result in us providing information at the hearing (for example, in response to a question asked by the panel) that you will not have an opportunity to respond to. We thus suggest that you attend the hearing if you possibly can.

If you wish, you may bring someone to present your case or support you at the hearing.

The order of the hearing is as follows:

- our representative will explain the admissions process we followed and why your child was not offered a place;
- you and the panel may question our representative;
- you may explain why your child should have a place at our school;

¹ The mandatory requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998.

- our representative and the panel may question you.

The Decision

Other than in exceptional circumstances, you will be notified of the panel's decision in writing no later than five school days after the hearing.

If you are successful with your appeal, we **must** offer your child a place at our school.

If you do not succeed, you can ask Southwark to put your child on our waiting list (if your child is not already on the waiting list). Please be aware that **the panel cannot take into consideration any information related to the waiting list** when considering your case.

We are not allowed to hold open any places from our published admission number for successful appeals. Any successful appeals for Reception places therefore will require us to offer more than 50 places in Reception. However, once we have admitted any children whose appeals are successful, we are not obliged to fill any further places that open if that would result in admitting more pupils than our published admission number.

Complaints About the Appeals Hearing

If you are unhappy about the way the appeals hearing was carried out you are entitled to make a complaint to the Education Funding Agency.

They may be contacted by email at: academyquestions@efa.education.gov.uk or by post at:

Admission Appeal Complaints
Academies Central Unit
Education Funding Agency
Earlsdon Park
Butts Road
Coventry
CV1 3BH