

# **SECONDARY SCHOOL ADMISSION APPEALS**

## **A GUIDE FOR PARENTS AND CARERS**

Revised by the Local Authority 03/16  
Adapted for use by  
Queen Elizabeth's Grammar School,  
Horncastle  
*(A Selective Academy)*

## **Lincolnshire County Council 01522 782060**

If you have problems reading this booklet contact us on the phone number above to see how we can help.

如果您有问题读这本小册子，请以上面的电话号码联系我们，看如何能够帮助。

Jezeli masz problem z odczytaniem tej ulotki skontaktuj sie z nami uzywajac podanego numeru telefonu, zobaczemy jak mozemy ci pomoc.

Jei del kokiu nors priezasciu negalite perskaityti sio bukletu prasome skambinti mums numeriu nurodytu virsuje.

Если Вы не можете прочитать этот буклет, свяжитесь с нами по вышеуказанному номеру, и мы попытаемся Вам помочь.

Ja Jūs nevarat izlasīt šo bukletu, sazināties ar mums pa tālruni un mēs centīsimies palīdzēt Jums.

Se você tiver problemas para perceber o que esta escrito neste livrinho, entre em contacto no numero acima indicado para poder ser ajudado.

## CONTENTS

Introduction	3
Special Educational Needs	3
What is an Appeal?	4
The Appeal Process	5
Grammar School Refusals due to Non Qualification	6
Before Appealing	6
When to Appeal	7
The Notice of Appeal Form	7
Who to Contact for Information	8
Change of Address	9
Attending the Appeal	9
Whom may you bring?	10
Dates when you are not available	10
10 School days notice	10
Reasons for your Appeal	10
Supporting Evidence	11
Where to send the Notice of Appeal	12
Definition of a Parent	12
What happens next?	12
How long is the Appeal hearing?	13
Who will be at the Appeal?	13
The Independent Appeal Panel	13
The Clerk to the Appeal Panel	14
What will happen at the Appeal?	14
The procedure for the hearing	14
Multiple Appeals	15
When is the decision made?	15
How will you learn of the Panel's decision?	16
How is the decision made?	16
Where a refusal is based on the fullness of the school	16
Where the child has not qualified for a grammar school	17
Taking matters further	19
Glossary	20
Useful Contacts	21

## **1.0 INTRODUCTION**

This guide relates only to appeals for Foundation Schools and Voluntary Aided Schools. It does not relate to schools outside Lincolnshire. Appeals to these schools should be made to the appropriate Local Authority.

Information on all Lincolnshire secondary schools may be obtained from [www.gtsil.co.uk](http://www.gtsil.co.uk), or the current edition of "Going to School in Lincolnshire". Copies of this are available from:

School Admissions Team  
County Offices  
Newland  
LINCOLN LN1 1YQ.  
[www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions)  
Or telephone (01522) 782030

All appeals are conducted in accordance with the School Standards and Framework Act 1998 as amended by the Education & Inspector's Act 2006. The procedures set out in this guide are based upon this Act, advice published by the Council on Tribunals and the Admission Appeals Code of Practice published by the Department for Children, Schools and Families. If you need to see a copy of the 1998 Act, a copy is available for you to look at (but not to remove) from Legal Services at Lincolnshire County Council.

### **Important - Children with a Statement of Special Educational Needs**

The appeals procedure outlined in this guide does not apply to pupils who have a Statement of Special Educational Needs. If your child has a Statement and is not offered a place at your preferred school, the appeal must be heard, in accordance with the Special Educational Needs and Disability Act 2001, by a Special Educational Needs and Disability Tribunal. If you wish to appeal, you should contact the Special Educational Needs Services Group (tel: 01522 553332).

## **2.0 WHAT IS AN APPEAL?**

Sometimes when a parent applies to a school for a place for their child the school may refuse to take the child.

Schools may have to refuse a place because:

1. the school is full
2. the school has received more applications than there are places available
3. the school is a grammar school and your child has not reached the required standard of entry

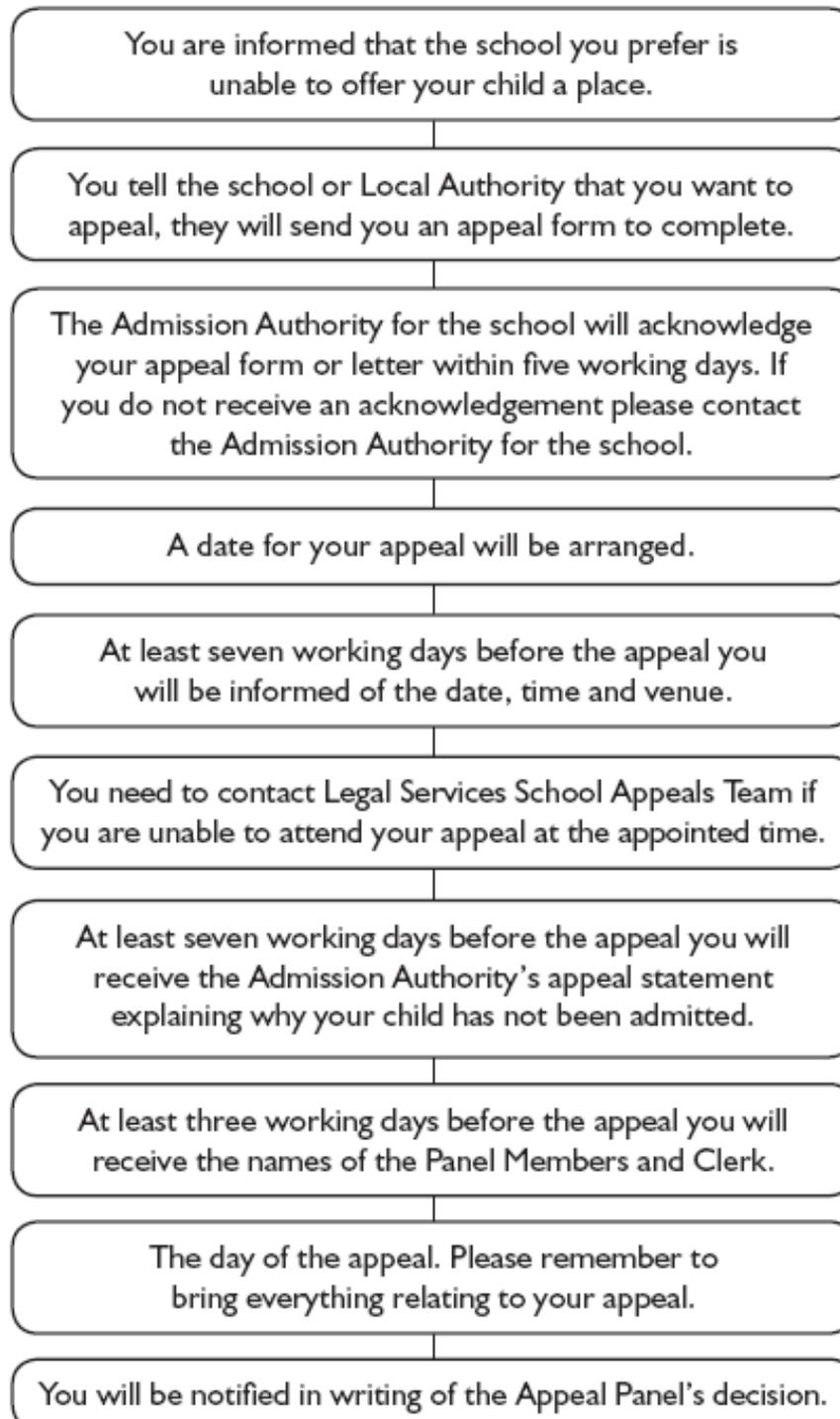
Schools may also refuse a place:

1. in the sixth form of a school, even if it is the school the child already attends
2. in a year group which is not the usual year group for the child's age

Parents have the right to have the school's decision reviewed by an Independent Appeal Panel when their child is refused a place for any of the above reasons. This is known as an appeal.

The Independent Appeal Panel will consider the school's reasons for refusing the place and the parents' reasons for preferring the school and make a decision by balancing both sides.

## 2.1 The Appeals Process



## **2.2 Grammar School Refusals due to Non Qualification**

If you have applied for a grammar school and your child has not reached the required standard for entry a place will be refused, regardless of whether the school is full or not.

You may wish to discuss your child's 11+ or grammar school entrance test scores with their present Headteacher.

In this type of appeal you will have to prove to the Panel that your child, despite the test results, has the required ability for a grammar school education. The things that the Panel will be looking at include; the test results; any other test e.g. SATs; any evidence of circumstances which may have affected the child's performance on the day of the tests.

You may wish to include a few examples of your child's work in support of your case. Any work supplied should state when it was done, how long it took, details of any help provided in completing the work and whether it was completed at school or home.

**Important** - whilst we shall ensure that any examples of work submitted are available for the Panel to consider and for you to refer to if you wish, it will not be possible for us to photocopy bound books of school work but they will be available to everyone on the day of the appeal.

Please see the section on *Supporting Evidence*.

## **3.0 BEFORE APPEALING**

If you have not already done so, it would be advisable for you to visit the school you are appealing for. You may also wish to visit any alternative schools in the area.

Make sure that you have considered the alternative schools in your area, including availability of places and possible provision of school transport. Information is available from the contacts given later in this guide.

Further information about standards in schools is available on the DCSF and Ofsted websites. These addresses are available on the Useful Contacts page of this guide.

If your appeal is for a place in Year 10 or Year 11 you should also consider whether your child's GCSE option subjects and exam boards are compatible. This will be available from the school.

Legal advice about the appeals procedure is available from Legal Services on (01522) 552129 or 552167.

#### **4.0 WHEN TO APPEAL**

Where an appeal is for a place in a school now (a mid-year appeal) you should appeal **as soon as possible** after you are made aware of the decision to refuse your child a place. However, **if you are moving house**, please refer to the section on *Change of Address*. We will endeavour to hear your appeal as soon as possible; however we must legally hear your appeal within 30 school days of the Notice of Appeal being received.

#### **4.1 Secondary transfer appeals**

If your appeal is for a Year 7 place in September, you will need to submit your appeal by the **end of March** to guarantee it is heard with other appeals for that school. These appeals are normally heard in block sessions during May and June. If you are unable to meet this closing date please contact the Grammar School for advice.

Any appeals received after the end of March, whether late or the result of parents moving into a new area, will be heard at the earliest available date.

#### **5.0 THE NOTICE OF APPEAL FORM**

This form needs to be filled in **carefully and honestly**. If you do not fully complete this form there could be a delay in your appeal being heard.

If you have any difficulty in completing the form advice is available from the School Appeals Team in Legal Services on (01522) 552129. They will also be happy to help if you are disabled, have difficulties

with mobility or have language or communication difficulties or any other special needs and will do everything possible to make sure the appeal arrangements are suitable for your needs.

Interpreters and/or community supporters are available.

## **5.1 Who to contact for Information**

### **School Admissions Team**

We are the people who can provide advice on your appeal and school admissions. We are based at Lincolnshire County Council and can be contacted via the Education Team on 01522 782030 or by emailing [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk)

### **Further information is available from:**

[www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions). This gives information on schools in your area and links to school websites. There are some schools who manage their own appeals completely and we will tell you if you need to contact them direct.

Advice on alternative school places is available from the Education Team. Although we can help with information on schools in your area, we are not independent. You can find independent advice from the Department for Education website at [www.education.gov.uk](http://www.education.gov.uk).

Please contact the Education Team if you have any questions about the appeal hearing or need any help completing the appeal form due to language or literacy difficulties.

### **Legal Services School Appeals Team**

The Legal Services Team is responsible for setting up the appeal hearing and providing an independent appeal panel. They can be contacted on 01522 552129. They will direct you to the school if your query is about a school that manages their own appeals.

### **Choice Advisers**

They can help and support you with filling in forms and preparing for an appeal. A Choice Adviser can attend an appeal hearing with you if you would like their support. Please contact them on 01522 552509. Please note that the Lincolnshire Choice Advisers can only support parents living in Lincolnshire. If you live in another County please contact your local authority for their Choice Advice service.

### **Transport Team**

They can help with any questions regarding home-to-school transport. Please contact them on 01522 782020.

### **Special Educational Needs**

If your child has a statement of Special Educational Needs, please phone the Special Educational Needs Service Team on 01522 553332.

### **Advisory Centre for Education**

Independent advice and information is available on state education, including admission appeals. They can be contacted online at [www.ace-ed.org.uk](http://www.ace-ed.org.uk).

## **5.2 Change of Address**

If you are moving house then the Panel will only consider your proposed address if you have entered into a definite legal commitment to move, for example, exchanged contracts on a house purchase or signed a lease/tenancy agreement. Otherwise the Panel will only take account of your present address when considering your appeal. In this situation it may be in your best interests to ask for the appeal hearing to be deferred until you enter into the appropriate legal commitment. That, however, is a matter for you to decide.

## **5.3 Attending the Appeal**

**It is very important and in your best interests that you attend the appeal or send a representative.** The Panel will want to know your reasons why your child should attend your preferred school and may have some questions for you. You will also have the opportunity to ask questions.

If you inform us you are not able to attend or send a representative, the Panel will hear your appeal in your absence. The Clerk to the Panel may contact you and ask some questions beforehand and then they will speak on your behalf. The Panel **may**, however, put off making a decision until more information is provided, which could delay your child's admission to a school. This is in the interest of fairness to all concerned.

If you are unable to attend the appeal at short notice and it is impractical to offer an alternative date then the appeal may go ahead without you based on the written information in your Notice of Appeal.

#### **5.4 Whom may you bring?**

You may bring a representative, friend or supporter. This person can speak on your behalf if you wish them to.

You have the right to call witnesses, but it is not normally necessary for any witnesses to attend. If you do intend to call witnesses, please contact the School Appeals Team at least seven days before the hearing and tell them who the witnesses are and why you are calling them.

A member of the local authority, member of the admission authority or a local politician may not attend an appeal as your representative or supporter as this may lead to a conflict of interests.

Children should not normally act as a witness or attend appeal hearings.

#### **5.5 Dates when you are not available**

**Appeals are heard during school term times and on weekdays during normal office hours.** It is therefore very important that you give details of any dates or times when you would be unable to attend e.g. due to work commitments, appointments, school run times or annual holidays etc.

#### **5.6 10 School Days' Notice**

You are entitled to 10 school days' notice of the date of the appeal hearing. The appeal will only be heard in less than 10 school days if you indicate on your form that you are prepared to allow this.

#### **5.7 Reasons for your Appeal**

The most important part of the form is the section where you state your reasons for the appeal.

You need to give as much information as possible in this section, giving **all** of the reasons why you want your child to attend your preferred school. You may also wish to say why you believe any alternative school would be less satisfactory for your child. If you need to, you should continue your reasons on extra paper and attach it securely to the form.

All parents have their own individual reasons for appealing. These could include things such as:

- You have just moved into the area.
- It is the local school.
- You already have another child attending the school.
- Your child has friends attending the school.
- The academic record of the school.
- The school's specialism.
- There are medical, religious or cultural reasons to attend the school.
- Your personal circumstances have changed and another school is now more suitable.

**It is very important to complete this section and put in as much detail as possible and to include supporting documents, if applicable. If you are not going to attend the appeal this is even more important because it is the only information the panel will have to rely upon.**

### **5.8 Supporting Evidence**

**Please note that it is for parents to supply any relevant additional information you wish to submit to support your case and neither the School, nor the Panel, will seek to obtain it on your behalf. Any supporting evidence must be received prior to the appeal hearing.**

You should attach any supporting documents you wish to use at the appeal, and refer to them in your reasons. For example, you may wish to attach a doctor's note giving details of any medical problems that have affected your decision to apply for a particular school. Also evidence of the child's ability for grammar school, despite not reaching the qualifying standard in the selection tests.

*If you wish to submit additional information on the day of the appeal please hand it to the Clerk before the hearing commences.*

If your appeal is based on the religious affiliation of a particular school, you may wish to attach a letter from the minister of your local place of worship.

If you have additional information to submit after returning your Notice of Appeal, please submit this as soon as possible. It may be necessary to adjourn the hearing if significant information is received less than 3 working days before the hearing.

## **6.0 WHERE TO SEND THE NOTICE OF APPEAL**

**Please check that you have filled in all the relevant sections, ticked the declaration boxes and signed and dated the form. The form must be signed by a parent (see section 6.1)**

You must then send in your Notice of Appeal to the address given to you by the school.

### **6.1 Definition of a parent**

The Education Act 1996 defines a parent as including ‘any person who is not a parent of the child but has parental responsibility for them or who cares for them’.

## **7.0 WHAT HAPPENS NEXT?**

Your Notice of Appeal will be acknowledged.

Arrangements will then be made to hear your appeal.

You will be informed of the date and time of your appeal and where it will be held. The venue will be near to the school in question but not at the school.

Before your appeal is heard, you will receive a copy of the School’s statement (the school you are appealing for) giving the reasons for the refusal to admit your child to your preferred school.

## **8.0 HOW LONG IS THE APPEAL HEARING?**

Most appeal hearings last between 30 minutes and 45 minutes, but you will have as much time as you need.

## **9.0 WHO WILL BE AT THE APPEAL?**

The following will attend the appeal:

- A Panel of three or five members to hear the appeal.
- The Clerk to the Appeal Panel.
- The Headteacher or another representative from the school.
- You and/or a friend, supporter or representative.

Occasionally there may be an observer in attendance. The observer will play no part in the proceedings.

### ***9.1 The Independent Appeal Panel***

The Panel is a group of three or five people who will consider your appeal.

There will be at least one person with an educational background and at least one lay member on the Panel.

None of the Panel members will have any former knowledge of the case other than your Notice of Appeal and the School's Statement.

All members of the Panel are independent of the school, the school governors and the Admission Authority.

The decision made by the Panel is binding on both the school and the Admission Authority.

## **9.2 The Clerk to the Appeal Panel**

The Clerk's role is:-

- to advise the Panel on the law
- to make sure that the correct procedure is followed
- to make notes on the meeting
- to assist the parent, if required.

The Clerk does not take part in the decision making but stays with the Panel whilst the decision is made. Notes of proceeding made by the Clerk are the property of the Appeal Panel and are not subject to the Freedom of Information Act.

## **10.0 WHAT WILL HAPPEN AT THE APPEAL?**

When you arrive at the appeal hearing you will be shown to a waiting area. The Headteacher will also be asked to wait, along with the school representative, if in attendance.

The Clerk will invite you all, at the same time, into the room where the appeal will be heard and in which the panel members will already be present.

You will be introduced and the Clerk will explain the procedure and check that everyone has the same paperwork. The paperwork is usually:

- a) the School's Statement, and any supporting evidence;
- b) your Notice of Appeal and any supporting documents.

## **10.1 The procedure for the hearing**

- a) The representative from the school will put the case explaining why the school has been unable to offer a place to your child and the difficulties the school would have if even one more child were to be admitted (this is called "the case for prejudice").
- b) You or your representatives can then ask questions relating to this and any other points made by the Headteacher or the representative from the school.

- c) The Panel may then ask questions of the Headteacher or the representative from the school.
- d) You will then have the opportunity to state your reasons why you want your child to go to that particular school (this is “expressing parental preference”).
- e) The Headteacher or the representative from the school may ask you some questions about your reasons.
- f) The Panel may ask you some questions about the points you have raised.
- g) The Headteacher or the representative from the school will sum up the reasons for refusing your child a place.
- h) You then sum up your reasons for wanting a place.

The appeal is then ended and you will all be asked to leave the room together.

## **10.2 Multiple appeals**

If there are a considerable number of appeals for the same school, it may be necessary to hold a session whereby the School will present its case to all the parents together. All parents will be given an opportunity to ask general questions of the Headteacher or representative of the School as will the Panel. Each parent will then be given an individual appointment for them to present their case to the Panel. The School’s case may be held during an evening with the individual parents’ cases held in the preceding days.

You will be informed by letter beforehand if this procedure applies to your appeal.

## **11.0 WHEN IS THE DECISION MADE?**

When there are only one or two appeals, the decision is made after the last appeal.

When there are several appeals for the same school, the decision is made after **all** those appeals have been heard. This may be some days after your own appeal hearing.

## **12.0 HOW WILL YOU LEARN OF THE PANEL'S DECISION?**

The Clerk will inform you at the start of the appeal whether or not it is possible for you to telephone the School Appeals Team for the result of your appeal and if so, whom to contact and when. You will, in any event, receive written confirmation of the Panel's decision.

You will always receive written confirmation of the Panel's decision; this is likely to be within five working days of the decision being made. If the panel has not supported your appeal the letter will explain why not.

The outcome of the appeal will either be dismissed or upheld.

### **Dismissed**

This means your appeal was unsuccessful and your child has not been offered a place at the school. The reason why your child was not offered a place will be explained in the letter.

### **Upheld**

This means you have been successful in your appeal and your child will be able to attend the school you appealed for.

Please note that the Local Authority is unable to overturn the Panel's decision. This can only be done by the High Court (please see the section on *Taking Matters Further*).

## **13.0 HOW IS THE DECISION MADE?**

The decision making process differs slightly depending on the type of appeal and the grounds for refusal. Examples of the different grounds for refusal are shown below.

### **13.1 *Where the refusal is based on the fullness of the school***

This decision is made in two stages.

#### **Stage 1 - Factual**

Firstly the Panel must check whether the school's admissions arrangements have been correctly applied in the individual's case.

If the arrangements have been correctly applied, the Panel must decide whether the School has made its case. In other words, is the Panel satisfied that the school is full and to admit the child would prejudice the education of children already allocated places at the school? (In legal terms that means does the school have a prejudiced situation?).

If the school already has a prejudiced situation, the Panel has to be satisfied that to admit one more child would increase that prejudice.

If the School has not made its case then the appeal will automatically be upheld, the child will be admitted to the school and there will be no need to go on to the second stage.

If, however, the School has made its case, the Panel then needs to go on and reach a decision on Stage 2.

### **Stage 2 - A balancing exercise**

The Panel must use its discretion to balance the extent of prejudice to the school's case against the parents' case and the effect on the child.

## ***13.2 Where the child has not qualified for a grammar school***

The decision is made in two stages.

### **Stage 1 - Factual**

The Panel must decide whether the School has made its case. In other words, is the Panel satisfied that the child does not have sufficient ability and aptitude for a place at a grammar school?

If the Panel thinks that the School has not made its case, then the child will automatically be offered a place at the school, if there is one available. The Panel do not need to consider Stage 2.

If, however, the School does satisfy the Panel that, on the basis of the scores achieved in the 11+ or grammar school entrance tests, the child does not have the required ability and aptitude, the Panel must then go on to Stage 2. This is to consider the parent's case and

whether there were any relevant factors which indicate that the child's scores in the tests do not reflect the child's ability and aptitude.

## **Stage 2 - Discretion**

The Panel will have to balance the School's case against the parents' case (see the section on *Grammar School Refusals due to Non Qualification*).

If the Panel is satisfied that the child has the ability and aptitude for a grammar school education they will rule that the child is to be regarded as qualified. If the school has places the appeal will be upheld at that point. If the school does not have places the Panel will have to consider the fullness of the school as outlined in the section on *where the refusal is based on the fullness of the school*.

### **13.3 After your Appeal**

#### **If your appeal was unsuccessful**

You cannot appeal twice for a place at the same school in the same school year unless there has been a significant change in your circumstances.

If an alternative school was named on the appeal statement, you will need to contact the school as soon as possible if you wish your child to attend there.

#### **If your appeal was successful**

You will need to contact the school as soon as possible so a start date can be arranged.

## **14.0 TAKING MATTERS FURTHER**

The Local Government Ombudsman can investigate written complaints about maladministration on the part of an Independent Appeals Panel. This is not a right of appeal and has to relate to procedural issues.

The Ombudsman is unable to overturn an Appeal Panel's decision but may propose a fresh appeal with a new Panel and Clerk.

You should contact:

The Local Government Ombudsman  
Beverley House  
17 Shipton Road  
York  
YO30 5FZ

Telephone: 01904 380200

## ***Academies***

Any complaints about the administration of Academy appeals need to be referred to the Secretary of State. Complaints to the Secretary of State are handled by the Department for Education.

You should contact:

Education Funding Agency  
Lime House  
Mere Way  
Ruddington Fields Business Park  
Ruddington  
NG11 6JS

Telephone: 03700 000 2288

Website: [www.education.gov.uk/help/contactus](http://www.education.gov.uk/help/contactus)

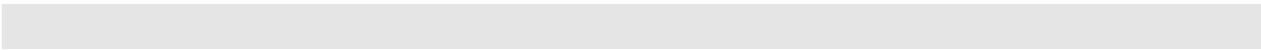
### ***Complaints to the Secretary of State***

The Secretary of State cannot review decisions of Individual Appeal Panels but can consider:

- whether the Governing Body of the School has correctly constituted the Appeal Panel; and
- whether the Local Authority or the governing body has acted reasonably in exercising its functions in respect of the appeal process.

### ***Right to consult a solicitor***

If you believe the decision was incorrect in law then you may seek a judicial review of the decision in the High Court. It is advisable to take your own independent legal advice before contemplating such court proceedings.



## Glossary

### **Admissions Policy and Criteria**

These are the rules that the school or academy uses to identify which pupils will be offered places if more applications are received than there are places available.

### **Appeal**

An appeal is a chance for parents to ask an independent group to review a school's decision to refuse their child a place.

### **Appeal Panel**

These are the people who will hear your appeal. They are independent of the school and the local authority.

### **Application Form**

The application form is the form that is used by everybody in Lincolnshire to apply for a place at a school.

### **Clerk**

The Clerk to the Appeal Panel will advise the panel on the law and make sure the correct procedure is followed.

### **Dismissed**

This means your appeal is unsuccessful and your child will not be able to attend the school.

### **Foundation School**

In a Foundation School the school's governors are the Admissions Authority and decide on the school's individual admissions policy.

### **Governors**

Governors are a group of people who are responsible for the overall management of the school.

### **Local Authority**

The Local Authority is a department of the County Council that looks after state education.

### **Upheld**

This means your appeal is successful and your child will be able to attend the school.

March 2016

## Useful Contacts

- Legal Services – School Appeals Team (01522) 552129
- Education Team (01522) 782030  
[www.gtsil.co.uk](http://www.gtsil.co.uk)  
[admissionappeals@lincolnshire.gov.uk](mailto:admissionappeals@lincolnshire.gov.uk)
- Education Funding Agency (0370 000 2288)  
[www.education.gov.uk/help/contactus](http://www.education.gov.uk/help/contactus)
- Education Transport (01522) 782020
- Special Educational Needs Services Group (01522) 553332
- Traveller Education Service (01522) 553320
- Choice Advisers (01522) 553351
- Local Government Ombudsman (01904) 380200
- Advisory Centre for Education (ACE) Ltd (08088) 005793  
An independent national advice centre for Monday – Friday  
for parents. 2.00-5.00pm  
[www.ace-ed.org.uk](http://www.ace-ed.org.uk)
- A website from the Central Office of information providing a wide range of public service information  
[www.direct.gov.uk](http://www.direct.gov.uk)