



ADMISSION APPEAL FORM

If you are appealing for more than one child please complete a separate form for each child.

Please complete this form in black ink.

Questions marked with an asterisk* are mandatory and **MUST** be completed or you will not be able to submit the form.

CHILD DETAILS	Surname:*		Year Group:*	
	Forename:*			
	Date of Birth*		Male / Female* <i>(please delete as appropriate)</i>	
School currently attending / last school attended:*				
Date child left (if applicable):*				
			YES	NO
Is the child 'Cared For' by a Local Authority <i>(in public care)</i> ? *				
If yes, please state which Local Authority and provide a contact number:				
Does your child have a Statement of Special Educational Needs?*				
Is your child permanently excluded from school?*				
Appellant's names: (parent, guardian or carer) Mr/Mrs/Miss/Ms/Dr* <i>(please delete as appropriate)</i>				
Relationship of appellant to child:*				
<i>(please specify - parent/guardian/carer/other)</i>				
Do you intend to be present at the appeal hearing?*			Yes / No <i>(please delete as appropriate)</i>	
Have you any special requirements i.e. wheelchair access/hearing problems?*			Yes/No	
If yes please give details overleaf.				
Current Address:*		Address to which you are moving <i>(if applicable)</i> :*		
Post code*		Post code*		
E-mail address:		Date of Moving:*		
Home Telephone Number:*		Mobile Telephone Number:		

Do you have any other school aged children?

If so indicate their names, ages and schools they attend.

Name	Date of Birth	Name of Child's present school

Please state your reasons for seeking a place at this school (e.g. moving into area/domestic arrangements etc). If you are stating medical, psychological or social reasons **PLEASE ENSURE THAT PROFESSIONAL EVIDENCE IS ATTACHED** e.g. a letter from a doctor or professional stating the **medical or social reasons which require your child to attend this particular school.**

.....

.....

.....

.....

.....

(continue on a separate sheet if necessary)

Any other specific needs (give details):

.....

.....

I wish to appeal against the decision of Lacey Green Primary Academy not to allocate a place for my child at the school named overleaf.

Signed:*..... **Date:***.....

Please return this form to:
Clerk to the Admissions Appeal Panel
Lacey Green Primary Academy
Barlow Road
Wilmslow
Cheshire
SK9 4DP
Tel: 01625 525157

FOR OFFICE USE ONLY:

Date Received		Child's Catchment school	
Confirm PAN reached		Presenting Officer	
Acknowledged		Processed by	

PARENTS/CARERS WISHING TO APPEAL FOR A PLACE FOR THEIR CHILD AT THE ACADEMY SHOULD CONSIDER THE FOLLOWING POINTS BEFORE COMPLETING THE APPEAL FORM:-

The Academy is responsible for admissions to the school.

THE APPEAL HEARING

The Academy will arrange for an Independent Appeals Panel to consider the Academy's reasons for refusal and your reasons for wanting your child to attend the Academy.

The Panel will consider the case put forward by you and the Academy. They must consider the admission arrangements for the Academy and the reasons why you want to attend this particular school. The Panel must exercise its discretion by balancing the weight of your argument (for wanting to attend) against the Academy's reasons for refusal i.e. the prejudice that one more student would cause to the education of the students already offered and the Health and Safety of all the students already attending the Academy. They must also take into account the Academy's published admission arrangements.

APPEALS PANELS

Admission appeals are heard by an independent Appeal Panel of at least three members. There are strict rules on who may and may not be a member of an Admission Appeals Panel, to ensure that the Panel is independent and impartial. One member will act as Chair of the Panel. The Panel will be supported by a Clerk who will advise on legal matters, document the meeting and the outcome.

No one may be a member of the Appeal Panel if they were party to the decision not to admit the child about whom the appeal is concerned, or took part in any discussions about how the decision was reached.

Parents / Carers will be advised of the names of Panel members at least three school days before the Hearing.

Parents / Carers should not attempt to discuss matters relating to their appeal with any member of the Appeal Panel prior to the meeting.

APPEALS HEARINGS

As the appeal process is a legal process, appeal hearings are formal meetings. However, Appeal Panels do try to keep appeal hearings as informal as they possibly can within the legal framework in which they have to operate. Appeal hearings are held, so far as possible, close to or at the Academy.

First, a representative will explain why it was not possible to meet your request for a place at your preferred school. You may ask questions if you wish. The Panel will also ask questions. You will then have an opportunity to present your case and answer any questions about it from the Panel. No other parents will be present when you present your own case. You do not have to attend although many parents choose to do so. The Panel will allow you to be accompanied by a friend or to be represented although Government advice is that legal representation should not normally be necessary and that children should not generally be allowed to attend appeal hearings.

Whilst Appeals can be considered on the basis of your written information alone, the presence of a parent or representative at a hearing will enable the Panel to obtain more information about a child's circumstances than is contained in written information alone. Such information, which a parent may not have considered to be relevant when he or she filled in the Appeal application form or submitted documents in support of the Appeal, could have a bearing on the outcome of the Appeal. If you are unable to attend the Appeal then it is important that you send in as much information as possible about your reasons for wanting a place at the Academy.

POWERS OF APPEALS PANELS

Panels can uphold all appeals and instruct the Academy to allocate a place for your child at the Academy. They can uphold some of the appeals and reject others and they can also reject all the appeals.

Once all the appeals have been heard Panels must first decide whether further admissions to the Academy 'would prejudice efficient education or the efficient use of resources'. Prejudice cannot normally be proved until the year group your child would enter is full. This means that the year group has not only reached its admission limit but cannot accept any more pupils in that year group without prejudicing the provision of efficient education at the school or the efficient use of resources. The Academy will provide a statement giving their reasons why they consider that to accept further pupils would cause prejudice to the school.

If the Panel believes that the Academy can admit all the pupils whose parents have appealed without causing prejudice your appeal will automatically be upheld. The Panel may decide that places can be allocated to some of the appellants before the point is reached when further admissions will cause prejudice. The Panel will decide how many more places can be offered. Any such places will be allocated by the Panel according to factors in the individual case.

If the Academy's case that further admissions will cause prejudice is accepted by the Panel (either as presented or after some further places have been allocated) the Panel will then proceed to the second stage.

This requires panel members to balance your own arguments in support of your child's admission against the extent of prejudice to efficient education and the efficient use of resources which it considers would be caused by the admission of further pupils. If the Panel believes that your child's circumstances outweigh the extent of the prejudice to the school your appeal will be upheld, otherwise your appeal will be declined.

APPEALS INVOLVING INFANT CLASS SIZES (RECEPTION, YEAR 1 AND YEAR 2 CLASSES)

There are separate and different rules for appeals which involve limiting infant class sizes to a maximum of 30 pupils. Apart from some very limited exceptions, no infant class may contain more than 30 pupils being taught by one teacher. Any admissions which would increase a class to more than 30 pupils would require the Academy to take what are called 'qualifying measures', such as organising an extra class, appointing an additional teacher, providing an additional classroom or introducing or extending mixed age group teaching.

When the Academy can show to an Appeals Panel that any further admissions would require qualifying measures, your appeal could only be upheld if the appeals Panel decided either that a mistake had been made in the allocation of places according to the admissions criteria which had deprived your child of a place and if the criteria had been applied correctly your child would have received that place, or the child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and School Standards and Framework Act 1998, or that the decision not to offer your child a place was 'unreasonable' in the circumstances of the case. 'Unreasonable' as defined by the Courts is construed as being perverse or irrational and is a very high threshold for an appeal to be successful.

TIMESCALES

Appeals for Reception children received by the closing date are heard within 40 school days. Other Appeals are normally heard within 30 school days (excluding school holidays) from the date the completed appeal form is received. You will be given the date and time of the appeal hearing two weeks in advance of the hearing and the Academy's statement of its case will be sent to you one week in advance. You will normally be notified of the

Panel's decision in writing no later than 7 working days of the hearings being completed. **DECISIONS OF APPEALS PANELS ARE FINAL AND BINDING ON THE ACADEMY.**

SOME FURTHER INFORMATION ABOUT APPEALS

Repeat appeals – will not be considered within the same school year **unless** your own or the Academy's circumstances have changed significantly and materially since your first appeal (e.g. change of address).

Further steps – if your appeal is not upheld and you consider there has been 'maladministration' in the way your appeal was handled you may complain to the local government ombudsman.

Other information can be obtained from:

The Advisory Centre for Education (ACE) in London which is a voluntary body providing a helpline advice service to the parents on education matters. The telephone helpline number is 0808 800 5793.

If you decide to appeal you are strongly advised also to seek a place at an alternative school in case your appeal is unsuccessful. Securing a place at an alternative school will not prejudice your right of appeal for Lacey Green Primary Academy.