

## **Woodford Valley CE Primary Academy**

### **APPEALS AGAINST THE DECISION NOT TO ADMIT YOUR CHILD TO THIS SCHOOL**

#### **1 Making an Appeal**

If your child has been refused a place at the School, you have the right to appeal against the decision.

Appellants have 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal,.

Appeals are heard by special committees called Admission Appeals Committees. The Committees are clerked by an independent clerk on behalf of the Governors.

Appeal forms are available from the Clerk of this school. Please include with the form any documents containing more details or evidence in support of your appeal which you wish the Committee to consider.

#### **2 After you have returned the Form**

- a) You will be told at least 10 school days in advance when and where your appeal is to be heard. Every attempt will be made to hear your appeal somewhere local.
- b) Please try to attend the appeal yourself. If you wish you may bring a friend, relative or representative.
- c) If you indicate that you will attend and then fail to do so and do not inform the Clerk to the Governors the Committee may consider your appeal in your absence.
- d) Your appeal will be heard in private and as informally as possible.
- e) It is essential that all the members selected attend the meeting of an Appeals Committee. If they are not able to, it will be necessary to adjourn the hearing. Members of the Appeals Committee must be present for the whole hearing.

#### **3 At the Hearing**

The Committee has three members drawn from a pool of eligible persons. It will include at least one person who is a lay member and at least one person who has experience in education or is acquainted with the educational conditions of the area. An independent clerk will also be present to record the Committee's decision and advise on law and procedure.

The Committee will have copies of your form (plus any other documents you may have submitted), together with the Governors' written case.

## 4 The Decision

The Committee will make its decision in private after hearing all the evidence. In reaching its decision, the Committee will consider:

- a) All representations made to it by yourself and the Governors;
- b) your preference(s); and
- c) the arrangements for the admission of pupils to the School.

The decision of the Committee is final. There is no right of appeal from this decision for the parents or the School.

The Secretary of State for Education has limited powers to intervene if he can be satisfied that the school's governing body is acting unreasonably or neglecting its duties under the Acts (Education Act 1996, School Standards and Framework Act 1998), but he has no power simply to resolve differences of opinion between parents and the governing body. Parents who are dissatisfied with the actions of an Appeals Committee may complain to the Local Ombudsman, the High Court or the Council on Tribunals.

The clerk to the Appeals Committee will communicate their decision and the reasons for it to you and the School in writing, usually within 5 school days.

17/04/2023	National Offer Day	
17/04/2023	Parents receive school place offer/ Application to appeal form - advising 20 school days in which to appeal;	This 20 days is as per Admission Appeals Code
15/05/2023	Appeal final submission deadline	
	Appeals (for applications made by 15 <sup>th</sup> January) notified of Appeal Hearing date/time etc and reminder to submit <b>all</b> additional documents at least <b>7 days before</b> the appeal hearing.	Code states at least 10 school days notice of hearing and reasonable time to submit extra information
	Copies of Case paper work posted to Parents and Panel	Within reasonable time
By 17/07/2023	Grouped Appeal Hearing for School's Case  Individual Hearing for Parents Case	Appeal Hearing for School's states this should be within 40 school days of from the deadline of lodging appeals
	Appeal Decision by panel in writing to school and parents within 5 school days	

If you wish to appeal form, please complete and return forms to:

*Clerk to the Governors  
Woodford Valley CE Primary School  
Middle Woodford  
Salisbury  
SP4 6NR*