



Carshalton Boys Sports College

Policy	Admissions Appeals Information and Timetable
Policy Number:	FG1a
Review Date:	December 2017
Approved by the Governing Body Committee:	December 2017
Next Review Date:	October 2018

Remember

You can only appeal for a school for which you have made an application

You should not reject a school place without having a confirmed alternative offer.

1. What is an appeal?

If you are not offered a place for your child at a school that you have applied for, you have a legal right, to appeal against this decision to an independent body called an Appeal Panel.

The law gives you the right to state a preference for the school you want for your child. It is framed in this way rather than the right to choose a school, because it is sometimes not possible for a place to be allocated at your preferred school.

If Carshalton Boys Sports College is full, that is when the number of children on roll is the same or greater than the Published Admission Number (PAN), it will not be possible for the school to offer your child a place.

You do not have to appeal, but if you think that there are exceptional reasons why your child should still be given a place at the school, even though it is full, you can explain your reasons to an Independent Appeal Panel. The Appeal Panel will consider whether there are exceptional circumstances, which, in their opinion, would mean that the disadvantage to your child in not attending the school would be greater than the disadvantage to the school in making an extra place available for your child. If the Appeal Panel upholds your appeal they will direct us to admit your child. The Appeal Panel's decision is binding.

2. How do I make an appeal

To obtain an appeal form you can telephone Carshalton Boys Sports College on 020 8714 3100 or write to Edwina Rozek, Administration Manager, Carshalton Boys Sports College, Winchcombe Road, Carshalton, Surrey, SM5 1RW providing the child's full name, date of birth, the parent's name, address and contact number. On receipt of your telephone call or written request you will be sent the appropriate appeal form.

The appeal form should then be completed and returned to the above address. A separate appeal form must be completed for each child. When you complete the appeal form you will be asked to give a statement setting out the reasons why you believe your child should be given a place at the school, even though the school is full. You can continue on a separate sheet if necessary.

If your appeal statement needs to be supported by additional evidence, please ensure that this is included with the appeal form, or if not available immediately, it should be provided **at least seven days** before the date of the appeal hearing, as the Appeal Panel may have insufficient time to consider additional evidence on the day of the appeal hearing. It is not the responsibility of Carshalton Boys Sports College or the Appeal Panel to verify any statement made by a parent. Evidence to support a medical condition should come from a doctor or medical professional. Evidence to support a social reason can come from a relevant professional such as a social worker or health visitor.

When completing the form, we suggest you bear in mind that you are trying to explain why your child needs to attend Carshalton Boys Sports College and why no other school is suitable. The way you explain your case on the form is up to you. However, we believe that three to five important points written briefly are preferable to an 'essay type' explanation.

Once the Administration Manager at Carshalton Boys Sports College has received your appeal form, it will be passed to the independent Appeals Clerk who will write to you, giving at least 14 days' notice of your appeal date and time. At least seven days before your appeal you will receive a written summary from Carshalton Boys Sports College outlining why it is not possible to offer your child a place there. This summary will also be copied to the Appeal Panel.

The appeal hearing

3.1 Do I have to attend my appeal?

Although it is preferable that you attend your appeal to discuss your case, you may instead ask the Appeal Panel to consider your written submissions. If for any reason you are unable to attend, please advise the Clerk in advance and your appeal will be heard in your absence.

3.2 Can I bring my child to the appeal hearing?

As the appeal is about refusal to offer a place at a school that a parent had a statutory right to express a preference for, attendance can be distressing for some children. Unless there are exceptional reasons, it is recommended that children do not attend the appeal hearing

3.3 Where will the appeal hearing be held?

Appeals are almost always heard at Carshalton Boys Sports College. The letter from the Clerk to the Appeal Panel will tell you the location as well as the date and time of your appeal.

3.4 Who will hear my appeal?

Your appeal will be heard by three members of the independent Appeals Panel who are appointed by the Clerk to the Appeal Panel.

- At least one lay member who has not personal experience in education, that is, in the management of any school or in the provision of education at any school.
- At least one person who has experience in education and who is familiar with local schools and educational conditions, or who is a parent of a registered pupil at a school.
- The third member is the Chair and can be of either category described above.

The other people who will be present at the appeal will be the Clerk to the Appeal Panel and a representative from Carshalton Boys Sports College.

4. The Clerk to the Appeal Panel

The Clerk must provide an independent and impartial service. The Clerk to the Appeal Panel is not a member of the Appeal Panel, but is there to take notes of the hearing and to advise on the procedure and conduct of the appeal. The Clerk also writes to all parties after the appeal, informing them of the Appeal Panel's decision.

5. Representative from Carshalton Boys Sports College

The representative from Carshalton Boys Sports College will present the case for the school. They are there to explain why your child has not been given a place Carshalton Boys Sports College. They should be prepared to answer questions from you or the Appeal Panel about the school you are appealing for and its admission arrangements.

6. What happens at the appeal hearing?

The Chair of the Appeal Panel will introduce you to everyone attending the hearing and explain the procedure to you. The hearing then takes place in the following order:

- The representative from Carshalton Boys Sports College explains why it is not possible to offer a place there;
- You can then ask questions of the representative
- You can then explain your reasons for wanting your child to attend the school;
- The representative for Carshalton Boys Sports College can ask questions;
- Both parties sum up their case

The Appeal Panel may ask you or the representative from Carshalton Boys Sports College questions at any time. Both the school's representative and the appellant will enter and leave the room together.

You will be given every opportunity to say what you want and to make your case for why you believe that your child should attend Carshalton Boys Sports College, even though the school is full.

7. What happens after the appeal hearing?

After your appeal hearing the Appeal Panel will consider your appeal in two stages:

First Stage: establishing the facts

The Appeal Panel will consider whether the school's admission arrangements comply with mandatory provisions in the School Admissions Code. The Appeal Panel will consider whether the admission arrangements were correctly applied in your child's case, and decide whether prejudice to the provision of efficient education or use of resources at the school would arise where they to be admitted. If prejudice is proven the Appeal Panel move on to the second stage.

Second Stage: balancing the arguments

The Appeal Panel must then exercise its discretion, balancing the degree of prejudice to the school against your case for the child being admitted to Carshalton Boys Sports College, before arriving at a decision.

If the Appeal Panel decides that the greatest disadvantage is to your child, then the appeal will be upheld. However, if the Appeal Panel decides that the disadvantage to the school is greater, then your appeal will be dismissed.

The Clerk will write to you with the result of your appeal within 5 working days after the hearing, and will include the reasons for the Appeal Panel's decision. The results of appeals for Transfer to Secondary School will not be announced until all appeals for Carshalton Boys Sports College have been heard.

The decision of the Appeal Panel is final and binding.

9. What happens if my appeal is upheld?

If your appeal is unsuccessful and your child does not have a school place, you will need to obtain a place at an alternative school. For advice you should contact the Admission Team on 020 8770 6080.

If you believe there was a fault in the way the appeal hearing was organised, you have the right to contact the Academy Admissions Appeal Complaints, Academies Central Unit, Education Funding Agency, Earlsdon Park, Butts Road, Coventry, CV1 3BH. Their Investigator cannot overturn the decision, but will consider your complaint and may decide to investigate to ascertain whether there was a failure to follow correct procedure or a failure to act independently and fairly.

Further information about the School Admissions Appeal process can be found in the School Admissions Appeal Code (see <https://www.gov.uk/government/publications/school-admissions-appeals-code>)

10. Further Appeals

It is not possible to apply and appeal again for the same school in the same academic year unless there is a significant change of circumstances.

11. General Information

- Appeal hearings are heard in private and are confidential.
- You can bring an interpreter, a friend, or relative to your appeal hearing or be represented by them.
- If you wish to bring someone to your appeal, complete the appropriate section on the appeal form.
- If you have any special requirements please complete the appropriate section on the appeal form.
- Appeals generally last between 20 to 30 minutes.
- If a child has been excluded from two schools a parents' normal right of appeal is suspended for two years from the school or any subsequent exclusion.

Set out below is the timetable for both Transfer to Secondary and In Year Admission appeals for Carshalton Boys Sports College

Transfer to Secondary School

Date	
1 March 2018	Offer letters are sent, by the Local Authority, to parents for Transfer to Secondary School places. This will give details of who parents should contact if they wish to appeal for a school they had listed as one of their preferences on their Common Application Form.
31 March 2018	Any completed Appeal Forms must be received by Edwina Rozek, Administration Manager , Carshalton Boys Sports College, Winchcombe Road, Carshalton, Surrey, SM5 1RW
	Appeals must be heard within 40 days of 31 March 2017
May/June 2018	The independent Appeals Clerk will schedule Appeal Panels and will contact both parents and Carshalton Boys Sports College of the date. Appellants will have at least 10 school days' notice of their appeal hearing. If you wish to submit further supporting documentation for your appeal you must send it to Edwina Rozek at Carshalton Boys Sports College, which must be received 14 days before the date of the appeal hearing.
5 days after the Appeal Hearing	The Clerk of the Appeal Panel will ensure that decision letters are sent to parents and Carshalton Boys Sports College. Please note that decisions will not be communicated by telephone.

Late Applications and In Year Applications

Date	
	Appeal Forms can be requested at any time.
	Any completed Appeal Forms must be returned to Edwina Rozek, Administration Manager , Carshalton Boys Sports College, Winchcombe Road, Carshalton, Surrey, SM5 1RW
	Appeals must be heard within 30 days of date of receiving the complete Appeals Form.
	The independent Appeals Clerk will schedule Appeal Panels and will contact both parents and Carshalton Boys Sports College of the date. Appellants will have at least 10 school days' notice of their appeal hearing. If you wish to submit further supporting documentation for your appeal you must send it to Edwina Rozek at Carshalton Boys Sports College, which must be received 14 days before the date of the appeal hearing.
5 days after the Appeal Hearing	The Clerk of the Appeal Panel will ensure that decision letters are sent to parents and Carshalton Boys Sports College. Please note that decisions will not be communicated by telephone.