



**APPEAL PROCEDURE
AGAINST THE DECISION NOT TO OFFER A PLACE IN THE JUNIOR
SCHOOL (3)**

Applicable to: Pupils and parents/guardians

Aims: To allow pupils and their parents/guardians to request a review of a decision not to offer a place in the school. To ensure the review is conducted fairly.

Important Note:

These guidelines are non-contractual in nature. They have been prepared for the information and guidance of all who may become concerned in an appeal procedure against the decision not to offer a place in the school.

Applying for an Appeal

1. Parents/guardians wishing to apply for a review of a decision by the school not to offer place, must do so using the Request for an Appeal Form (2). This form is available to download from the School website or, alternatively, can be requested from the Headteacher. It must be returned to the Headteacher within five working days of receipt of the written notification of the decision in question.
2. Unless there are exceptional circumstances, the appeal hearing will take place within 28 days of the decision not to offer a place in the school and may be sooner if convenient to all parties.
3. Each member of the Appeal Panel and the parents/guardians will be supplied with a copy of the Admissions Policy.

The Appeal Panel

This will consist of a three member sub-committee of the Board of Governors. The panel members will have no previous detailed knowledge of the case or of the pupil, parents or guardian, and will not normally include the Chair of Governors. Selection of the Appeal Panel will be made by the Chair of the Board of Governors. One panel member will be independent of the management and running of the School.

The Review Hearing

1. This will take place at the School premises
2. Those present at the appeal hearing will normally be:-
 - Members of the Appeal Panel
 - The Headteacher

- Parents/guardians of the pupil concerned or those with parental responsibility
- Clerk to the Governors or his/her deputy

The parents/guardians/pupil may be accompanied by a friend or relation or by a member of the School staff if desired. The person will attend as a friend, not as a representative. If a friend or relation is to attend the hearing, the Clerk must be notified of his or her name and relationship with the complainant as soon as possible, and no later than two working days in advance of the hearing.

3. The proceedings will be chaired by one member of the Appeal Panel and will be conducted in an informal manner, and all statements made at the hearing will be unsworn. The proceedings will not be recorded but the Clerk will be asked to keep a minute of the main points that arise. All present will be entitled, should they wish, to write their own notes. The hearing shall be directed at all times by the Chair of the panel who will conduct the hearing in such a manner as to ensure that all those present have the opportunity of asking questions and making comments.
4. All those attending the hearing are expected to show courtesy, restraint and good manners. The Chair may in his/her discretion adjourn or terminate the hearing. If the hearing is terminated the original decision will stand.
5. The Panel will consider the queries raised by the parents/guardians. It will also consider whether any further evidence, subsequent to the Headteacher's initial decision, has been brought to light and which the Appeal Panel should consider.
6. The requirements of natural justice will apply.
7. When the Chair of the Panel decides that all issues have been sufficiently discussed and if by then there is no consensus he/she may adjourn the hearing.
8. The decision of the Appeal Panel will be final. It will be notified to the parents by the Chair of the Appeal Panel or the Chair of Governors by letter or telephone within three days of the hearing. All correspondence, statements and records relating to an individual appeal will be kept confidential except where the Secretary of State or a body conducting an inspection under section 108 or 109 of the 2008 Act requests access to them.

**L Brown/ Gillian Rowcliffe Reviewed and updated November 2020
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