



*Inspire to Aspire*

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## Appeals General Information

The Department for Education has passed emergency regulations that introduce flexibility in the way that appeals are held, given the current social distancing measures in place. They have also amended some of the deadlines surrounding the timescales. The Appeals Team within the Local Authority as well as every admission authority in the county that makes arrangements for independent appeals to be heard, will be investigating ways of dealing with appeals using written representations, as well as bringing panels together via telephone or other means. Please see below the information in relation to appeals and how to appeal for different types of schools.

You may lodge an appeal for any school that you have been refused a place. An appeal must be lodged in writing and must include the grounds upon which the appeal is made. In the case of a Community or Voluntary Controlled Schools it should be sent to this office. **The Department for Education, however has now extended the deadline for lodging an appeal. The revised deadline now set, by which parents must submit their full reasons for appeal, is 29<sup>th</sup> May 2020.**

**THE PROCESS FOR LODGING YOUR APPEAL DEPENDS UPON THE TYPE OF SCHOOL YOU ARE APPEALING FOR. PLEASE READ THE DETAILS BELOW VERY CAREFULLY.**

**If you wish to appeal for an Academy, Free, Voluntary Aided or Foundation School, then the appeal must be lodged and sent direct to the Governing Body of the school, within the timescale published by the school on their website.** Given the current circumstances nationally, please look for this information on the schools websites. Schools priorities at the moment are to provide childcare for vulnerable children and those that are children of key workers. Please be patient and they will deal with your requests as soon as they are able. **If the individual school does not have this information on their website, the deadline of 29<sup>th</sup> May 2020 will apply.**

## Appeals for Community and Voluntary Controlled Schools

The appeal statement you provide **MUST** be documented and include the full grounds upon which the appeal is being made. The appeal must be submitted by 29<sup>th</sup> May 2020 and must be sent to this office via email to [primeschooladmissions@babcockinternational.com](mailto:primeschooladmissions@babcockinternational.com)

Your child's name is **automatically** entered onto the waiting list, where an appeal is made for a Community and Voluntary Controlled School.

**It is vitally important that parents document the full reasons why they wish to appeal against the decision, including reasons why they require a place at a particular school and their personal circumstances.** The appeal panels need to understand fully, your personal reasons as **it will not be possible to meet the panel and discuss this in person.** Therefore it is really important that you

document everything you wish them to consider. All of the information in relation to the individual cases will be provided to all parties, including the panel, parent and presenting officer from the Local Authority in advance of the hearing date. The Clerk to the panel will arrange, where possible, for you to participate in a questioning of the case session by telephone. This is not to present the cases, as these will be circulated and read fully prior to the appeal. The telephone session will give the panel and parent an opportunity to raise questions in relation to the case for the school, and the panel and presenting officer will have the opportunity to raise questions to parents in relation to their individual written submission. **It is also possible for the appeal to be decided on the written information submitted only and in some cases this may be the only way the appeal can be dealt with.**

**WHICHEVER TYPE OF FIRST/PRIMARY SCHOOL YOU ARE APPEALING FOR, UNDER INFANT CLASS SIZE LEGISLATION, FOR THE RECEPTION INTAKE, THERE ARE SEVERE RESTRICTIONS IN PLACE THAT LIMIT THE MAXIMUM NUMBER OF PUPILS IN A CLASS TO 30. APPEAL PANELS ARE THEREFORE SEVERELY RESTRICTED WHEN CONSIDERING THESE CASES. IN THE CASE OF ALL SCHOOLS IN WORCESTERSHIRE, LESS THAN 0.025% OF APPEALS HEARD UNDER THESE RESTRICTIONS HAVE BEEN SUCCESSFUL SINCE THE LEGISLATION WAS INTRODUCED OVER 20 YEARS AGO. YOU THEREFORE SHOULD THINK VERY CAREFULLY ABOUT WHETHER OR NOT YOU WISH TO LODGE AN APPEAL WHERE THOSE RESTRICTIONS APPLY. AN ADDITIONAL INFORMATION SHEET FOR KEY STAGE ONE IS ALSO AVAILABLE ON THE SCHOOL ADMISSIONS WEBSITE UNDER THE APPEALS SECTION AND INCLUDES THE DETAILS OF THE LIMITED GROUNDS ON WHICH SUCH AN APPEAL CAN BE MADE. IF YOU LODGE AN APPEAL FOR A SCHOOL ORGANISED IN SUCH A WAY YOU WILL RECEIVE A FURTHER LETTER ADVISING YOU OF THE VERY LIMITED GROUNDS FOR SUCCESS AND WILL BE ASKED TO CONSIDER WHETHER YOU WISH TO PROCEED.**

For **all Middle Schools**, and in some First/Primary Schools, which are not organized on the basis of 30 in a class in Key Stage One, then these limited restrictions do not apply.

You will be provided with 14 calendar days notice of when your appeal will take place. Please be aware that given the current situation, it may not be possible to conclude all of the appeal hearings before the start of the autumn term, the regulations come into force on 24 April 2020 and will continue to apply to appeals that are already underway but which have not yet concluded on or before 31 January 2021. Appeals will be scheduled as soon as it is reasonable to do so.

## Appeals for Academy, Free and Voluntary Aided Schools

If you wish to appeal for an Academy, Free, Foundation or Voluntary Aided School, then the appeal must be documented, including your full case and sent directly to the Governing Body of the school, within the timescale published by the school on their website or 29<sup>th</sup> May 2020 where the website does not have this detail.

Given the current circumstances nationally, please look for this information on the schools websites. Schools priorities are to provide childcare for vulnerable children and those that are children of key workers. They will also be looking at how they themselves are able to arrange independent appeals and putting those arrangements in place. Please be patient and they will deal with your requests as soon as they are able. Please be assured that the Clerks to those panels will communicate with you directly in relation to your appeals for those schools.

*Details correct as per instructions received from Worcestershire County Council 27<sup>th</sup> April 2020*

