



Stroud High School

Notes of Guidance for Parents on Appeal Panel Hearings

September 2026 Entry

Please read these notes carefully

Date, Time and Place

Appeal Hearings for Year 7 entry in September 2026 will take place during the week commencing 8 June 2026. Appeal forms are available from 2 March 2026 – just request a pack from the school office at Stroud High School either by phoning the school on 01453 764441 or by emailing admissions@stroudhigh.gloucs.sch.uk.

Appeals are heard online and you will be sent a link from the Clerk with your date and time of appeal hearing.

Preparation for the Appeal

Your appeal documentation needs to be in writing, setting out your grounds for appeal together with the appeal form which will have been sent to you from the school with the appeal pack. You may wish to prepare some written notes to assist you in presenting your case. As the school is generally full, the panel are only able to uphold the appeal if it is satisfied that there is evidence that clearly demonstrates that your child is of the required academic standard for Stroud High School. You may wish to send evidence of your child's level of academic standard at school such as school reports, supporting letter(s) from the primary school together with predicted Year 6 SAT results.

Your supporting evidence must be received by the deadline the school has informed you of. If possible, have your child's name on all papers and insert page numbers. The panel will consider any written evidence you provide prior to the deadline. However, any further documents received after this date or brought to the hearing may not necessarily be considered by the panel.

At least a week before the hearing date, you will be sent a copy of the Admission Authority's Statement that the panel will consider. The Admission Authority should explain the application of the Admissions Policy and the reasons for deciding to refuse a place at the school. Your appeal form, the Admission Authority's statement, together with all other documentation supplied by you will all be copied for the panel.



The Appeal Hearing

The appeal will be private and all documentation and discussions are treated as confidential. The three members of the panel will, of course, be present, usually with a clerk to make notes and advise the panel on matters of Law and procedure (but not to participate in the decision making). The Admission Authority will normally be represented by a presenting officer(s) who will enter and leave with you. The hearing will commence when all parties are present.

The appeal hearing will generally follow a set procedure which may make the hearing feel rather formal; however, every effort is made to put parents/carers at ease and give every opportunity to present their case.

The appeal hearing will generally follow the following procedure:

- 1 Parents and Presenting Officer called in, Chair of Panel to introduce everyone and explain procedure and decision process.
- 2 Presenting Officer to explain the School's Case.
- 3 Parents to ask questions of Presenting Officer.
- 4 Panel to ask questions of Presenting Officer.
- 5 Parents to explain reasons for appeal.
- 6 Presenting Officer to ask questions of Parents.
- 7 Panel to ask questions of Parents.
- 8 Presenting Officer to sum up.
- 9 Parents to sum up.
- 10 Parents and Presenting Officer to leave.

The Decision

When all of the appeals have been heard, the panel will make its decision based upon the information supplied by you and the Admission Authority. The panel will need to be satisfied:

1. That the admissions arrangements complied with the mandatory requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998 and were correctly and impartially applied in the case for your appeal.
2. That to provide a place at Stroud High School would not prejudice the provision of efficient education or the efficient use of resources.

The clerk will notify the outcome of each appeal to parents/carers, in writing via email, as soon as possible after the conclusion of the last appeal during the main round of appeals. The decision made by the panel is final and is binding upon the school. No further appeal for that year group is permitted within the approved policy and procedure, unless there are further extenuating circumstances which come to light following the appeal.

Please [CLICK HERE](#) for the DfE Appeals Code

Please [CLICK HERE](#) for the DfE guidance on appeals