



The Crypt School
Notes of Guidance for Parents on Appeals Panel Hearings
And Frequently Asked Questions
September 2026 Entry

Please read these notes carefully

Contents :

- 1. Date, Time and Place**
 - 2. Preparing for the Appeal**
 - 3. Attendance at the Appeal**
 - 4. Procedure at the Hearing**
 - 5. Formality**
 - 6. The Decision**
-

1 Date, Time and Place

You will be informed of the date, time and place for your appeal, by email, at least 10 school days prior to the hearing (unless you have waived your right to this notice period).

All Appeals will be held in The Crypt School Bungalow.

Appeal Forms must be submitted and received by Mrs Janet Swift c/o The Crypt School, or via email to admissions@crypt.gloucs.sch.uk by **3.00 P.M. ON WEDNESDAY 22ND APRIL 2026**. Appeal Forms received after this date will NOT be included in the bulk round of appeals.

2 Preparing for the Appeal

Prepare some written notes to assist you in presenting your case and be clear of the grounds upon which you want the Panel to consider your appeal. As a selective school The Crypt has an approved admissions policy based on selection, but you have a statutory right to raise any issue that you wish at the appeal.

Prepare any necessary documents you wish to refer to at the appeal and ensure that they have been sent into the School in advance and by the deadline (published on the Appeal Form and school website). Please put your child's name on all papers and insert page numbers into documents if possible.

If you have any special requirements for the hearing, please note this on the Appeals Form in order that the necessary preparations can be made.

We kindly request the following :

- *All documents should be single sided:*
- *Please do not staple appeals paperwork, or put separate pages in polypockets or folders, we suggest using a paperclip/bull-dog clip to keep your submission together;*
- *Photocopying will be in black and white. If you would like the Panel to have colour copies of any documents, it would be helpful if you could please provide five colour copies, (3 for Panel, 1 for Clerk, 1 for School).*

(Please note that copies of a child's practice papers, work completed at school or home, or awards and certificates, are not considered in support of an appeal, and may mean that relevant academic evidence may get lost.

If you wish to produce any additional written documentation you must comply with the deadline. The Independent Appeals Panel will not accept additional information after this date.

Please be aware, any information provided after the deadline may not be considered at your hearing.

The Panel will require evidence to demonstrate that your child is of the required academic standards, for example: current school reports or a letter from their current or previous school, clearly indicating why the child is of grammar school ability.

All supporting evidence MUST be received by Noon on Friday 24th April.

3 Attendance at the Appeal

It will be assumed that the date and time you have been given is convenient unless the Appeal Panel is otherwise informed.

If you choose to have the appeal heard in your absence, the Panel will make its decision by considering the written information which has been provided. The Panel will give the same attention to your appeal, whether a parent / carer is present.

If you do not attend the hearing without giving prior notice, the Panel will make its decision, in your absence, at the allotted appeal time, based on the information submitted.

If you decide not to go ahead with your appeal, please inform Mrs Wales as soon as possible.

4 Procedure at the Hearing

The appeal is private, and all papers and discussions are treated as confidential. The Panel will invite you into the meeting and the Chair will introduce those present. The Panel will consist of three people, at least one of whom has experience in education, and another is a lay member. The Chair may be drawn from either of these categories. The process is completely independent of The Crypt School.

The Panel will be assisted by an independent Clerk, whose key tasks are to :

- Ensure relevant facts are presented;
- Advise both the Panel and parents on procedure;
- Keep a written record of the proceedings; and
- Notify parents of the decision.

Appeals for The Crypt School will be held in two stages :

Stage 1 : Group Appeal

There will be a group appeal on **Wednesday 29th at 6.00 p.m.** at The Crypt School, to which all who have appealed for a place will be invited. At the group appeal the School will put forward their case; parents and the panel will have an opportunity to ask any questions of the school. The Panel will seek to prove :

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 in question; and
2. that to provide a place at The Crypt School would prejudice the provision of efficient education or the efficient use of resources.

At the group appeal only the school's case will be considered, individual appeals will not be discussed. We recommend attendance at the Group Appeal. All parents who have attended in previous years have found it helpful in finding out more about the school's case and also what evidence the panel will consider.

Stage 2 – Your individual appeal

At your child's individual appeal, you will have the opportunity to explain, in private, why you want your child to be admitted to The Crypt School. The Panel and the School's Presenting Officer may ask questions or make comments.

The appeal would normally follow the following pattern:

- 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 may 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 leave at the same time.

The Panel will consider any evidence presented to demonstrate that your child is of the required academic standard and, where applicable, whether your arguments outweigh The Crypt School's case that admission of additional children would cause prejudice.

Appeals will be held on **5th – 8th, 11th – 15th May 2026**

5 Formality

This is a formal process to ensure appeals are heard effectively and fairly. You will have the opportunity to say/submit everything which is relevant to your appeal. Please be reassured that the Panel will have read all information provided in advance of the hearing.

It is up to you how you present your appeal. However, it is suggested that when you put your case to the Panel, draw its attention to your main reasons as stated in your appeal paperwork. The panel will have read thoroughly all the information which you provide them.

6 The Decision

When all appeals have been heard, the Panel will make its decision based upon approved admissions policy procedures and inform the Clerk.

The Clerk will notify the outcome of each appeal to parents, in writing and by email, within 10 working days of the conclusion of the last appeal (unless there are mitigating circumstances) during the bulk round of appeals.

The decision of the Panel is binding upon both the School and the parents. 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 follow this link for further details of The Department for Education Admission Appeals Code: <https://www.gov.uk/government/publications/school-admissions-appeals-code>

FREQUENTLY ASKED QUESTIONS

Why make an appeal?

You have a statutory right to make an appeal to an Independent Body against a place not being offered at The Crypt School. You are also entitled to appeal to more than one school.

What grounds should I use for my appeal?

Unfortunately, neither the School nor the Clerk to the Appeals Panel can advise you specifically with regard to this. It must be your decision as to whether or not you consider you have grounds for an appeal. You will need to demonstrate to the Appeals Panel that your child is of the required academic standard for The Crypt School. Your child's primary school may provide you with evidence to support your case. You may have personal circumstances, medical reasons, or other mitigating circumstances that you wish to include in your appeal. Evidence should be provided where possible, rather than just stating that this exists. Please note, however, that as all parents/carers will want to

express that they consider The Crypt School will be a good school for their child, this is not a strong case for an appeal.

Do I need good presenting skills to be successful at an appeal?

No – please be reassured that the Panel is interested in your reasons for your choice of school for your child, not in your presenting skills. The Panel will have read all the paperwork you submitted prior to the deadline so it is not necessary to go through everything at the hearing – just bring out the salient points.

Please note there is no dress code applicable for parents attending the appeal and that mobile devices should be switched off during the hearing.

When should my appeal be lodged by?

Your appeal form must be received by the school by **3.00 p.m. on Wednesday, 22nd April, 2026**. It is helpful to the clerk for appeal forms to be lodged as early as possible; supporting evidence can be sent a later date – but before the date below.

When do I need to submit evidence by?

Please complete in full the Appeals Form and return it by 3.00 p.m. on Wednesday, 22nd April. Accompanying evidence must be received by **noon on Friday, 24th April 2026**. This will enable the Clerk to copy and send papers to the Panel prior to the appeal hearing. Papers received after this date or brought to the hearing may not be considered by the Panel.

Please note that as the papers you submit are photocopied for each Panel member it is not necessary to supply your papers in a bound file or plastic folders. However, It is very helpful if page numbers can be included.

We therefore kindly request the following :

- *All documents should be single sided;*
- *Please do not staple appeals paperwork, or put separate pages in polypockets or folders, we suggest using a paperclip/bull-dog clip to keep your submission together;*
- *Photocopying will be in black and white. If you would like the Panel to have colour copies of any documents, it would be helpful if you could please provide five colour copies, (3 for Panel, 1 for Clerk and 1 for School).*

(Please note that copies of a child's practice papers, work completed at school or home, or awards and certificates, are not considered in support of an appeal, and relevant academic evidence may get lost.

Should I attend the hearing?

Parents/Carers are strongly encouraged to attend the hearing but please note that it can be heard in your absence. In these circumstances, the Panel considers the appeal based on the written information submitted and will consider the evidence at the time your appeal was scheduled. The Panel will give the same attention to your appeal, whether a parent / carer is present or not.

How formal is the hearing?

The hearing is a legal process but the Panel will try to keep the hearing as informal as possible.

Who is present at the hearing?

Apart from the Clerk and the Panel members, the School's Presenting Officer will be present to explain why your child has not been successful in obtaining a place at the school. The School's representative(s) will arrive and leave with you and takes no part in the decision making of the Panel.

Who are the Appeals Panel members?

The Panel is normally comprised of three members. The members of the Panel are completely independent of the School and include a person who has experience in education, who is acquainted with educational conditions in the Local Authority area, or who is a parent of registered pupils at school and at least one lay member. One of the Panel members will act as the Chair of the Panel.

What is the role of the Clerk to the Appeals Panel?

The clerk is also completely independent of the school. The Clerk will make the arrangements with the Panel members and will ensure the Panel receives all the papers you have sent well in advance of the hearing, will liaise with you concerning the hearing itself and will inform you of the Panel's decision following the appeal.

What if I have special needs or require an interpreter?

Please advise the Clerk beforehand and the necessary arrangements can be discussed.

Who makes the decision as to whether or not the appeal is successful?

The Panel makes the decision in private after all appeals for the school have been heard. The Clerk is present to note the Panel's decision but does not play a part in making the decision. Please remember when you are making your case at the appeal hearing that it should be addressed to the Panel and not to the School's representative, who is present only to explain the School's position and plays no part in the Panel's decision.

Can I bring a friend to the appeal?

Yes – you may bring a friend in support or an advisor to speak for you. Please advise the Clerk beforehand if you plan to bring an advisor to the appeal hearing.

Should I bring my child to the appeal?

You may bring your child to the appeal, but this may be rather overwhelming for them as the conversation at the appeal hearing will be about them. Please advise the Clerk beforehand if you plan to bring your child.

When will I hear the result of the appeal?

The Clerk will advise you when and how the decision will be conveyed to you – this is usually within 10 working days of the final appeal being heard.

Is the decision of the Panel final?

The decision made by the Panel is final and binding upon both the School and appellant and cannot be overturned. However, if you consider that there has been maladministration in the running of the appeal process you may contact the contact the Department for Education at enquiries@education.gov.uk or by telephone on 0370 000 2288.

Appellants do not have a right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Admission Authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but is still refused admission.

April 2026