

## **School Appeal Guidance Notes**

### **To appeal against the Admissions Authority's decision to refuse a place at your original preferred school(s).**

All schools have an Admissions Authority. For Community and Voluntary Controlled Schools the Local Authority is the Admissions Authority. For Foundation and Voluntary Aided Schools it is the Governing Body of the school and for Academy Schools it is the Academy Trust.

Under the terms of the School Standards & Framework Act 1998 if you have been refused one or more of your school preferences you can appeal for a place at each of the schools involved. **You have a 20 school day period from the date of the notification letter regarding your school application within which to prepare and lodge your written appeal.**

**If you intend to appeal there are TWO things you need to do:-**

**Online Applicants:** - please login to your online admissions account and complete the following:

Click View/Respond to Offer

Select the drop down menu for the school(s) stating 'Not Offered'

Select 'Other Decision'

Click 'Add' in the Supporting Text column

Type in 'Appeal' (but do not provide reasons as these need to be completed on the appeal form for the school)

Click Save and then Done.

Prepare and lodge your written appeal(s) see information below.

**Paper Applicants who did not make an online application: –**

Tick the 'appeal' box under Section B on the enclosed Parental Notification response form and return this to the Admissions & Transport Unit, People & Communities Department, Lewis House, Manvers Street, Bath, BA1 1JG by the requested date as shown on the response form. This ensures the Local Authority is aware of your intentions.

**Prepare and lodge your written appeal(s)** with the school's admission authority within the 20 school day period. This date is mentioned on the individual school allocation statement where it also gives information about the address to send your written appeal. Please note if you are appealing for more than one school, separate letters of appeal must be submitted for each school concerned.

Independent Appeals Panels cannot consider cases unless parents have made their appeal in writing and given their reasons for wanting a particular school.

If you decide to lodge an appeal for any school a place will be held open for you at the school you have been offered until the result of the appeal is known. Your child's name will also be added to the waiting list for the school(s) concerned.

Appeals are heard by an independent panel which has the power to overrule the Admissions Authority's decision. It is anticipated that appeals will be heard during Terms 5 & 6. You would be given the opportunity to attend the appeal hearing and more information about the appeal hearings would be sent to you nearer the time. If a place becomes available for your child then the appeal hearing would be cancelled.

If at any time you decide to withdraw your formal appeal you will need to confirm this in writing to the relevant Admissions Authority and to the Local Authority. Your child's details would also at that stage be withdrawn from the waiting list unless you notified that you wanted their details to remain.

The Advisory Centre for Education (ACE) is a national charity that has been providing free, independent advice on the admissions and appeals process for 50 years, amongst a range of education issues including bullying, exclusion, special educational needs and attendance. Parents can call the advice line on 0300 0115 142 Monday – Wednesday, 10am – 1 pm (Term time only). For further information visit [www.ace-ed.org.uk](http://www.ace-ed.org.uk)