



Rosh Pinah Primary School

**Appeals Procedure for Reception and In Year
Admissions**

The following procedure has been put into place in the event of an appeal regarding admissions. It is not permissible to require or request an unofficial appeal at the school before submitting an official appeal to the appeals panel.

An independent appeals panel has been set up to deal with appeals. This consists of between three and five panel members and an appeals clerk, these members will include a lay member and a member experienced in education. The appeals clerk will be available to appellants for advice regarding the appeals process. In addition there will be a 'presenting officer' on behalf of Rosh Pinah Primary School. Parents have the right to appeal against the refusal to admit a child to the school. This should be done in writing to the Clerk to the Appeals Committee at the school and received within 20 School Days from the date of notification of an unsuccessful application. Any request to appeal the admissions decision must set out the grounds for making an appeal. An appeals panel meeting will then be convened, within 40 days of the appeal being lodged or before the end of the summer term (whichever is sooner). The school will be asked to provide a written statement explaining the admissions criteria and how places were allocated as well as a statement summarizing the reasons why the decision was made to refuse admission in the case in question. Appellants will be given notice of the date of the hearing at least 10 days in advance of the hearing and will be offered an alternative date. A representative or friend can accompany the appellant to the hearing.

Appeals hearings will not be held at Rosh Pinah School but at another venue to be notified. At the hearing both the school and the appellant will be given the opportunity to make their case and ask questions of the other party and will be able to see all written material and evidence. If any new evidence is introduced at the hearing all parties must be given an opportunity to consider and comment on it. If the new information is so significant as to require a re-working of either party's case, or to require additional consideration by the panel, the hearing may be adjourned to a later date. Minutes of the hearing will be made and may be provided to the Secretary of State (YPLA) on request (if there is a complaint about the panel).

APPEALS WILL FOLLOW THE TWO STAGE PROCESS AS SET OUT BELOW:

Stage one

- Are the admissions arrangements at the school compliant with Admissions Code?
- Were the admissions arrangements applied correctly in the appellant's case?
- Would the admission of another child have been prejudicial to efficient education?

Stage two

- Balancing the facts – the Panel must consider the reasons the appellant puts forward for wishing to be admitted. These do not need to be as narrow as the published admission arrangements.
- The appeal panel must uphold the appeal if Rosh Pinah Primary School has not proven its case at stage one.
- Even if Rosh Pinah Primary School has proven its case at stage one the panel must uphold the appeal at stage two if the appellant's case is stronger than that of the schools.

The decision made at the appeals hearing will be sent by the appeals clerk to the appellant in writing within five working days. This letter will contain a summary of the relevant factors and will refer to the two stage process as set out above. The panel's decision is binding and can only be overturned by the courts. If your appeal is successful your child will be offered a place at the school. If you are unsuccessful you can put your child's name on a waiting list, if it is not already listed.

If the appellant has a complaint about the way the appeal process was carried around it is possible to complain to the Local Government Ombudsman. While they can recommend a new appeal, the Ombudsman can't review or overturn the appeal panel's decision. If there is a change in your circumstances you may be able to apply to appeal again, if the admission authority considers the change relevant to your application.