

## **Admission Appeals Information**

### **Timetable for Appeals**

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| Reception 2022 | Appeals to be heard between June and July 2022 |
| Year 7 2022    | Appeals to be heard between June and July 2022 |

### **Admission Appeals**

1. Parents have a right to appeal in the event that their application for a place in the School is unsuccessful. If parents wish to appeal, they must set out their grounds for appeal in writing. That appeal letter from parents must be sent to the Clerk to the Appeal Committee at the address in paragraph 18 below. The appeal letter from parents must reach the Clerk to the Appeal Committee within 14 calendar days of receipt of the letter from Woodard Academies Trust informing parents that their admission application has been unsuccessful.

### **Late Appeals**

2. Where an appeal is submitted after the closing date for appeals, it will normally only be considered where the parent can demonstrate that there was a reasonable cause for the appeal not to be made on time.

### **Appeal Panel**

3. Woodard Academies Trust (WAT) is the Admission Authority for Kings Priory School. Therefore, WAT is required to make arrangements for the hearing of appeals against decisions not to offer a place to a child at the School.

4. Admission appeals are heard by an independent Appeal Panel of three or five members, established by WAT. At least one member of the Panel is a lay member; that is, someone without personal experience in the management of any school or the provision of education in any school. At least one member has experience in education; that is, someone who is acquainted with educational conditions in the area or who is a parent of a registered pupil at a school. One member acts as Chair of the Panel.

5. No one may be a member of the Appeal Panel if they were party to the decision not to admit the child about whom the appeal is concerned, or took part in any discussions about how the decision was reached.

6. Parents should not attempt to discuss matters relating to their appeal with any member of the Appeal Panel prior to the meeting.

### **The Powers of the Appeal Panel**

7. The Appeal Panel's decision is binding on the Admission Authority. If the Panel upholds the appeal presented by the parents, the child must be admitted to the School.

8. An Appeal Panel decision can only be overturned by the Courts, where the parents or Admission Authority are successful in applying for Judicial Review of that decision.

### **Action prior to the Appeal Panel meeting**

9. Parents have the right to attend the Appeal Panel meeting and to present their appeal orally to the Panel. However, in addition, parents may provide their appeal in writing with any supporting evidence to the Clerk to the Appeal Panel prior to the meeting. Written material received 7 calendar days before the date of the appeal meeting will be sent to the Appeal Panel members prior to the meeting so that they can study the material in advance.

10. The School may also present its representations and evidence to the Clerk at least 7 calendar days before the date of the appeal meeting so that they may be read in advance by the Appeal Panel members.

11. Any materials presented by the School will be sent in advance to the parents and any materials presented by the parents will be sent in advance to the School. The basic principle followed is that all information presented to the Clerk as part of the appeals process is available to all parties to the appeal.

### **Notice of the Appeal Panel meeting**

12. Parents will receive written notice at least 14 calendar days before the date their appeal will be heard. Appeal Panel meetings will normally be held within 21 calendar days of the specified closing date for receipt of appeals.

### **Representation**

13. Parents are encouraged to attend the Appeal Panel meeting in person and to make oral representations; that is, to clarify or supplement their written appeal. The parent may be accompanied by a friend, adviser or be represented. Parents may also bring an interpreter. In all circumstances where the parents bring along someone else, the parents should advise the Clerk at least 3 working days prior to the meeting of the name of the other person attending and the capacity in which they are attending.

### **The Appeal Panel meeting**

14. The Chair of the Appeal Panel ensures that the stages of the meeting take the following order:

- a) The case for the Admission Authority is presented by the School's Presenting Officer.
- b) The parents are given the opportunity to question the Presenting Officer.
- c) The parents present their case to the Panel.
- d) The Presenting Officer is given the opportunity to question the parents.
- e) The Presenting Officer sums up the Admission Authority's case.
- f) The parents sum up their case.

15. The order may need to be varied slightly for grouped multiple appeals. When multiple appeals are grouped, the Presenting Officer's case is usually heard in the presence of all the parents at the beginning of the hearing or at the start of each day when a hearing runs over a number of days. The parents' cases are then heard individually without the presence of other parents.

16. The Appeal Panel members may ask questions at any time if they require clarification of what is being said or if they need information in order to reach a decision.

### **After the Appeal Panel meeting**

17. The written decision of the Appeal Panel will normally be sent to the parents by the Clerk within 7 calendar days of the meeting.

### **Contact information**

18. The admission appeal hearing will be clerked by Ward Hadaway Solicitors, but in the first instance please contact the school direct using the email address below to advise the school of your intention to appeal. Please insert "Admission Appeal 2022" in the subject header, and the only information required at this stage will be your child's name and year group, your telephone number and email address.

**E-mail: [KPSenquiryline@kps.woodard.co.uk](mailto:KPSenquiryline@kps.woodard.co.uk)**