

## **Guidance Notes for Parents Completing Appeal Forms**

These notes are intended to assist you in submitting your appeal correctly. Your appeal should be made in writing using the form supplied. You should submit your appeal by the deadline stipulated along with any supporting documentation. Should documentation be provided after the specific deadline it will be up to the Appeal Panel to decide whether any documentation supplied will be considered or may result in the need to adjourn the hearing.

Advice and information on admissions and appeals can also be obtained from the Department for Education ([www.education.gov.uk](http://www.education.gov.uk)).

### **Introduction**

The Legacy Learning Trust is the Admissions Authority for the School.

These arrangements are established in accordance with Annex 1 of the Academy's Supplemental Funding Agreement. The Local Authority (LA), Middlesbrough Council, and its LA Admissions Team will co-ordinate all admissions and this is referred to as the coordinated admissions scheme.

The Admissions Authority have to meet parental preferences as far as possible without over-filling the school (i.e. when a school year has reached its published admission number). If a school receives more applications than it has places, the Admissions Authority will allocate places to applicants in accordance with the admissions criteria. Please refer to the published admissions policy.

If an Admissions Authority (either the Local Authority for community/ voluntary controlled schools, or the Governing Body for an academy/ voluntary aided/foundation school) is unable to comply with parental preference as to the school they wish their child to attend, parents have the right to appeal to an Independent Panel.

The Appeal Panel performs a judicial function and must be transparent, accessible, independent and impartial, and operate according to the principles of national justice. The decision of the Independent Panel is binding on the Admissions Authority, School Governors and the parents.

### **The Appeal Panel**

Appeal panels consist of three or five independent members with at least one from each of the following categories:

- Lay members - this means people without personal experience in the management of any school or the provision of education in any school (disregarding experience as a school governor or in another voluntary capacity).
- Education member - this means people who have experience in education; who are familiar with educational conditions in the local authority area or who are parents of registered pupils at school.

The appeal panel will be accompanied by a Clerk who will provide independent and impartial advice on procedure and admissions law, and keep an accurate record of the hearing, and provide appellants with notification of the panel's decision.

### **Decision Making at Appeals**

The appeal panel reaches a decision in private, by a majority vote. If the panel is considering a large number of appeals (multiple appeal hearing) about the same school, it will not make a decision about an individual case until all parents have had a chance to put their case forward.

In admission appeals the appeal panel has three major questions to consider:

- a) Whether the admission of an additional child or children would cause prejudice to efficient education or the efficient use of resources.
- b) Whether the published admission arrangements were properly applied; and
- c) Whether the strength of the case made by a parent or parents outweighs the prejudice to efficient education or the efficient use of resources.

### **The Appeal Panel Decision**

The Appeal Panel's decision is binding on the Admissions Authority, the school governors and the parents.

There is no right to a second appeal in respect of the same school for the same academic year unless in exceptional circumstances.

Further information can be found:

<https://www.gov.uk/schools-admissions/appealing-a-schools-decision>

<https://childlawadvice.org.uk/education/> may be able to give you advice about appeals.