



## PARENTS'/CARERS' PROCEDURE FOR APPEALS AGAINST NON-ADMISSION TO CAMS HILL SCHOOL

We understand that it is disappointing not to be offered a place at the school of your choice. Applications are considered in the light of available space and according to the school's published Admission Policy. Where the school is unable to offer a place to a child and the parents or carers wish to appeal against that decision, they must follow the procedure set out below.

### Procedures:

There are **two aspects to this process**:

- I. to the **Governors' Pastoral Committee** for clerical and administrative checking
- II. to an **Independent Appeals Panel**

### The Governors' Clerical and Administrative Check

This committee consists of five members of the Governing Body. Parents wishing to appeal should do so in writing on the form provided, giving any additional information in support of their appeal and addressing their correspondence to the Admissions Secretary. The Pastoral Committee will conduct a Clerical and Administrative check.

### The Clerical and Administrative check consists of:

- Reconsideration of the application of the Admissions Criteria on behalf of all appellants and the establishment of an order of priority strictly according to the Admissions Criteria;
- A review of the clerical position following the initial allocation of places;
- The allocation of any new places available as a result of the above.

The above procedures apply only to those applicants who met the original deadline for the return of the initial Application Form. Following this, late applications are considered and inserted into the order of priority by applying the Admissions Criteria. All future late applications are treated in the same way.

Letters informing parents of the outcome will be posted within 10 school days of the meeting and those who have been unsuccessful are invited to appeal to the Independent Appeals Panel.

### Independent Appeals Panel

The Independent Appeals Panel will hear the case put forward by the school and by the parents if they choose to attend. Parents will receive copies of the school's case before the hearing and will have the opportunity to ask questions at the hearing.

Appellants should write formally to the Admissions Secretary, using the form provided, stating clearly their request to go to Independent Appeal. Previous submissions and any additional material offered by the appellants will be placed before the panel in advance of the hearing.

The Independent Appeals Panel consists of three (or five) people, a chair and at least one person from each of the following categories:

- People who are eligible to be 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 any other voluntary capacity). There must be at least one lay member on the panel.
- People who have experience in education; who are acquainted with educational conditions in the area; or who are parents of registered pupils at a school. At least one panel member must fall within this category.

The panel will communicate the decision of the appeal, including reasons for the decision, in writing to the appellant, the admission authority (Cams Hill School) and the local authority no later than five school days after the hearing, unless there is good reason.

Further details are available in the DfE School Admission Appeals Code which can be found by clicking the following link

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

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