

Appeals Information Sheet for Year 7 - 2023 Entry

The School as the Admission Authority is bound to abide by its agreed Admissions Arrangements when allocating places.

Please note that reaching the Wallington County Grammar School pass mark from the Selective Eligibility Test, or 'SET' and Second Stage Entrance Examination (if you are applying for a Year 7 place) means that your son was only 'eligible to be considered' for a place at our School. It does not mean a place would necessarily be offered to you as we pass many more boys from this test than we have places. All of those boys who have listed Wallington County Grammar School on their CAF (Common Application Form) and who reached our pass mark from the Entrance Examinations will have their application placed in rank order. Please refer to the Admissions Arrangements document on our school website for further information.

How to Make an Appeal

If you decide to appeal against the decision not to offer your son a place at Wallington County Grammar School, then you will need to undertake the following:

1. You must have previously listed Wallington County Grammar School as one of your preferences on your CAF (Common Application Form) that was submitted to your Local Authority.
2. From National Offer Day on 1st March 2023, download an Appeal Against Admission Form (which can be found in the Admissions section of the School's website)
3. Complete the Appeal Against Admission Form and return it along with any supporting documents by the date stated on the form.
4. Include on the form, the grounds of your appeal. An appeal cannot be accepted without an explanation of your reasons for appealing.
5. **Please supply a total of 5 collated copies of your form and all supporting documentation.** (This is to ensure that the Clerk to the Appeals Panel, each of the 3 Appeals Panel members and the Presenting Officer at the School are all provided with a collated copy of your form and your supporting documentation.)

Please make every effort to send all the documents to support your appeal at the same time. Additional evidence may be submitted up to 7 days before the date of the Appeal Hearing but any information received after this date or referred to on the day of the hearing may only be considered at the discretion of the Clerk or Chair of the Panel.

Data Protection

Your personal information and your supporting documentation will be shared with the Clerk to the Appeals Panel, the Appeals Panel members and the School. The Appeals Panel members will only retain their copy of your form and supporting documentation until after your Appeal Hearing and then this

documentation will be destroyed securely. The Clerk to the Appeals Panel and the School will securely retain your form and supporting documents for 2 years and then these documents will be destroyed securely.

What Happens Next?

The Appeals Against Admission Form will ask you to state a preference of how your appeal hearing will be carried out.

Although it is preferable for you to take part in the hearing to put your case, you can choose to have your appeal considered solely on the written information you have provided. You should inform the Clerk if you are unable or unwilling to attend your hearing, so the case will be heard in your absence by the Appeals Panel.

The Clerk to the Appeals Panel will write to you at least 14 days before the Appeal Hearing to confirm the date and time of the hearing. Your hearing is likely to be heard on a weekday in May or June 2023, but no later than 40 school days from receipt of your appeal application.

Once your completed Appeal Against Admission Form and supporting documentation are returned to the school, copies will be sent to each of the members of the Appeals Panel and a copy will be given to the Presenting Officer at Wallington County Grammar School, with one copy being retained by the Clerk to the Appeals Panel.

The school's Presenting Officer will then write a statement which will be sent to the Appeals Panel members and a copy will be sent to you, the appellant. This will include comments or information from the school's Presenting Officer which is relevant to your individual appeal. It may also include information from the School about class size, school accommodation, staffing and whether an additional child would prejudice the education of our existing students already at our school or result in an inefficient use of resources at the school.

The Appeal Panel

Appeals are heard by an independent panel of three volunteers who have no connection with the school. The panel must consist of one lay member and at least one person with experience in education. Others present at hearings are the independent Clerk who organises the hearing, takes notes and advises on procedure, but s/he takes no part in the decision-making; and the Presenting Officer/s from the Admission Authority (meaning the School).

The role of the Independent Appeal Panel (IAP) is to consider the case put forward by both the appellant and the admission authority (AA) and come to an independent conclusion as to whether the child in question should be admitted to the school.

The Chair of the Panel will direct the appeal hearings and make sure everyone present is treated fairly. The Clerk will take notes of the hearing and make all of the arrangements for the hearing. The Appeals Panel members will have received training to ensure that they fully understand the appeals process and have adhered to the School Admission Appeals Code.

Representative/s of the Admission Authority (the school) will also be there to present their case but they will join and leave the hearing at the same time as the appellants.

What Happens at the Hearing?

Both the Admission Authority (the school) and parents are given an opportunity to explain their case.

The usual procedure is:

- the Panel Chair welcomes everyone and explains the procedure
- the case for the admission authority is heard
- questioning of the admission authority by the parents and Panel
- the case for the parents is heard
- questioning of the parents by the admission authority and Panel
- summing up by the admission authority
- summing up by the parents

The Panel Members may ask questions at any time of either the School Presenting Officer/s or the parent/s, or their representative. You will be given every opportunity to ask questions and state your case as to why you believe your child should attend the School.

Each case will be heard individually. You may wish to have a friend or relative or representative join you for your hearing, **but your child should not be included in this hearing.** The friend or relative or representative who joins you can speak on your behalf. You may ask someone to attend to help with interpreting any language difficulties if you wish. Appeals Hearings usually last about 25/30 minutes, but there is no set time limit for each individual appeal.

Reaching a Decision

The Appeal Panel reaches a decision in private (although the Clerk is present to make notes) by a majority vote. After the Appeal Hearing the Panel will consider all the evidence presented to them carefully and objectively before balancing both cases and reaching a final decision.

The Clerk to the Appeals Panel will write to parents and the Admission Authority (the school) where possible within 7 days to advise them of the decision. This decision of the Appeal Panel is final and binding on the appellants and the School.

Following the decision from your appeal

Should you have a complaint about the administration of your appeal, you have the right to contact the Education & School's Funding Agency (ESFA) who may decide to investigate your complaint.

You should be aware that the decision of an Appeal Panel cannot be overturned; the ESFA can only consider whether a panel was set up correctly and acted in accordance with the School Admission Appeals Code. The ESFA's contact details can be obtained from their website, where an online enquiry form can also be accessed.