



School Admissions

Notes on appealing for a place at The Prescot School

Thank you for requesting an appeal form. These notes are to explain what appeal procedures are about. They may help you decide whether you wish to appeal.

1. Your right to appeal

Because you have not been offered a place at a school you applied for, you have a right to appeal against the decision. Appeals must be received within 20 school days from the date you were notified the place was refused. If you have been refused a place at more than one school, you can submit an appeal for each at the same time. The appeal will be heard by an independent appeal panel. The appeal panel members have had no part in the decision not to offer a place. They do not belong to the school.

2. How to appeal

You should complete and return the appeal form which is available from the school office.

For annual appeals, a return-by date will be stated. You can appeal later, but you may miss the first hearing.

You should state your reasons for wanting your child to attend the school you are appealing for. If the space on the form does not allow you to say all you wish, you can attach further sheets of paper to the form and submit them. (If you do this, please write your child's name at the top of each sheet.) Any information you give will be supplied to all the parties at the appeal. It is in your interest to supply full details of your reasons and, where possible, provide documentary evidence, of any statements you make.

If you are submitting more than one appeal please use a separate form for each school

3. Advice

National independent advice regarding education matters, including school admissions, is available from Coram Children's Legal Centre – contact 08088 020 008 Monday-Friday 8am-8pm or visit www.childrenslegalcentre.com

For independent advice on admission matters, including the appeal process, you may wish to contact ACE (Advisory Centre for Education). Their telephone helpline number is 0300 0115 142 (Monday - Wednesday 10am – 1pm), or visit the website www.ace-ed.org.uk to access information.

4. What happens next?

A hearing will be arranged. Approximately ten school days before the meeting, you will be sent written details of the place, date and time of the hearing. Normally the hearing will be in a council building, it will not be held in the school you are appealing for. Later, you will be sent the School's "case" for refusing a place – that is, the documents giving their reasons. You will also be given a further opportunity to submit any further evidence which was not submitted with the initial appeal.

If, for any reason, you cannot attend the hearing, please let the clerk know. The hearing is likely to go ahead on the basis of your written information. This is particularly the case when there are multiple appeals.

5. What happens at the hearing?

If you submit your appeal form, more detailed notes about procedures will be supplied by the Democratic Services Team who organise the appeals. The following just gives an outline.

There is a panel, usually of 3 members, plus their clerk. There will usually also be one or sometimes two representatives from the Local Authority and school. You can attend and you can bring a friend, adviser or representative if you wish.¹ Normally your child will not be invited to attend.

At the hearing, the school representative will explain why a place could not be offered. Everyone, including you, will be able to ask the school representative questions. You will have your turn to explain why you wish your child to attend that school. You can make an oral statement and clarify or supplement your written appeal. You may then be asked questions. There will be a summing up by both parties.

At the end of the hearing, normally, everyone except the panel and their clerk leaves. The decision is taken later in private by the panel. The clerk undertakes their administration.

6. What decisions can the Panel take?

The panel can either dismiss your appeal or uphold the appeal and agree to make an extra place available for your child. To help them come to this decision, they will check whether the school has complied with admissions law and has applied its admission arrangements correctly as well as considering whether the admission of additional children will prejudice the provision of efficient education or use of resources at the school.

¹ NB This **can** be a locally elected politician, or an employee of the local education authority such as an educational social worker, SEN adviser or learning mentor provided that there is no conflict of interest.

When considering whether there would be any prejudice by admitting additional children, the panel will decide whether the school has sufficiently shown that another pupil cannot be admitted for prejudicial reasons. If they agree this is the case, they will listen to your reasons as to why you want your child to attend. They then have to balance the school's problems in coping with another pupil against your reasons as to why your child should be admitted and the problems you and your child will have if they cannot attend that school.

7. Finding out about the result

You will receive a letter notifying you of the decision within five school days of the hearing, unless there is good reason.

8. Alternative places

If you have been offered a place at an alternative school, you are **strongly advised** not to refuse this place **unless** you already have secured a written offer of a place at another school. You can still appeal even if you have accepted a place elsewhere. Do not leave your child without a school place. However, if you do not need a place, please contact the Inclusion Service (Admissions) in writing to confirm this.

9. Where to obtain an appeal form

Appeal forms for The Prescott School can be obtained from the School office

Contact us in writing to:
School Admissions
The Prescott School
Knowsley Park Lane
Prescot
Merseyside
L34 3NB
0151 477 8680

When you have completed your form, it is returned to

The Prescott School
Knowsley Park Lane
Prescot
Merseyside
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