

PARKSTONE GRAMMAR SCHOOL

INDEPENDENT ADMISSIONS APPEALS FORM



1. Please complete this form in block capitals using black ink, and submit to:

Mrs C Cuthbert, Admissions Secretary, Parkstone Grammar School, Sopers Lane, Poole. BH17 7EP

2. Before completing this form you are advised to read "Information relating to Parkstone Grammar School Independent Admissions Appeals". This provides specific information about the policy, procedure and arrangements for Independent Admissions Appeals at Parkstone Grammar School.

3. If you wish to provide **photocopies** of any documents in support of your request that your daughter should attend this School, please enclose them with this form when sending it to the Admissions Secretary. Please do not send original documents.

Daughter's Surname: Forename:

Date of Birth: Current Year Group:

Daughter's Current School:

Name of Parent(s) or carer(s):

Relationship to child (mother, father or carer, etc):

Home Address:

..... Postcode:

Home Telephone No: Mobile No:

Email:

Other children in the family:		
Name(s)	Date of Birth	Name of School Attending
.....
.....
.....

The grounds on which my appeal is based are as follows:-

*NB: If any documents are to be provided in support of your Appeal please enclose **photocopies** of them with this form. **Do not send original documents.** All paperwork is then photocopied and distributed to everyone involved in the process, so please ensure all documents are **A4 and printed on one side only**. Do not highlight areas you wish to stand out; underline them instead, as photocopying renders highlighted sections illegible. Although you are invited to include all evidence you believe is pertinent to your case, please bear in mind the time constraints and restrict yourself to information which is relevant.*

If you feel that no further evidence is necessary please state this on the form.

(If necessary, please continue on a separate sheet and attach to this form)

Signed:

Date:

PARKSTONE GRAMMAR SCHOOL

INFORMATION RELATING TO INDEPENDENT ADMISSIONS APPEALS



INTRODUCTION

1. The Independent Admissions Appeals Panel (the Panel) is constituted by the Clerk, acting on behalf of the Governing Body, as set out in the School Admissions Appeal Code which came into force in February 2012.
2. The Panel comprises three members who are independent from the school and its Governing Body.

PROCEDURE

3. The Governing Body provides an independent Clerk to act as the Panel's Clerk. The Clerk is responsible for convening meetings of the Panel at a time suitable to the members, circulating to members before the meeting all the relevant papers, making a record of the proceedings of the meeting, and recording the Panel's decisions and the reason for them. The Clerk will not participate in the deliberations of the Panel but will be present at that time to advise on procedural and legal matters.
4. Parents will have been advised of the reason why the application for their daughter to attend Parkstone Grammar School has not been granted.
5. When parents are advised of the unsuccessful outcome of the application for their daughter to attend Parkstone Grammar School, they will also have been informed that they can give notice to appeal, the name and address of the Admissions Secretary to whom the appeal must be sent or delivered, the date by which it should be received, the fact that the appeal must be in writing and that it must set out the grounds on which it is made. A form on which the appeal can be lodged would have been sent to the parents.
6. The Clerk is responsible for ensuring decisions are received by the appellant.

NOTICE OF APPEALS – PROCEDURE FOR PARENTS

7. An appeal should be made in writing to the Admissions Secretary setting out the grounds on which it is made.
8. The appeal should be accompanied by any **photocopied** documents which the appellant considers relevant to the appeal.

The Admissions Secretary will ensure that all the appeal documentation is passed to the Clerk of the Panel.

9. Late appeals will be accepted as valid appeals, however may be heard at a later date by a different Panel.

10. On receipt of a notice of appeal by parents, the Panel:-
 - shall afford the appellant the opportunity of appearing and making oral representation
 - will allow the appellant to be accompanied by a friend or be represented

The Panel, through its Clerk, should encourage parents to attend to present their case. Parents are advised:-

- that they may elect not to attend in which case the Panel would rely on their written statements:
 - that, otherwise, if they do not attend and it is not reasonably practical to offer an adjourned hearing date, the appeal will have to be held and decided on the information that is available.
11. Unless the appellant has consented in writing to a lesser period, the appellant should be given at least ten school days' notice of the date of the meeting of the Panel at which the appeal is to be heard.
 12. Substantial new issues raised for the first time at the hearing may mean the hearing has to be adjourned to allow any party taken by surprise to consider the issues.

ORGANISATION OF APPEALS

13. The Governing Body wishes to emphasise the over-riding need for fairness to each individual, and the need to ensure that each appellant is exercising a genuine right of appeal.
14. For these reasons the Panel will consider all appeals before making and announcing any decisions.
15. Where a panel starts with three members, and one has to temporarily withdraw (e.g. because of illness) the panel must postpone the remaining hearings until a later date. However, all appeals would have to be reheard if the absent panel member could not return to complete the hearings.

CONDUCT OF HEARINGS

16. The atmosphere at a hearing should be one of informality where the parties can put their case simply.
17. At the start of the hearing the chairman will welcome the parties, introduce those present, explain the Clerk's role (ie giving procedural advice to the Panel, recording its decisions and the reason(s) for them, notifying the parents accordingly but not taking any part in the decision-making process), stress the informal nature of the proceedings, and state that the decisions of the Panel are binding upon the Governing Body.

18. The order of the hearing will be in two stages:

First Stage: establishing the facts, at which the panel considers whether the school's published admission arrangements:

- i. comply with the mandatory requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998;
- ii. were correctly applied in the individual's case, and decides whether "prejudice" would arise were the girl to be admitted.

If these are proved, the panel moves on to the second stage.

Second Stage: balancing the arguments, at which the panel exercises its discretion, balancing the degree of prejudice to the school against the appellant's case for the girl being admitted to the preferred school, before arriving at a decision.

An appeal panel may be asked to consider an appeal where the appellant believes that the child did not perform at their best on the day of the entrance test and have provided evidence to demonstrate that the child is of the required academic standard, for example, school reports giving Year 5/Year 6 SAT results or a letter of support from their current or previous school clearly indicating why the child is considered to be of grammar school ability.

The format for the two stages is normally as follows:

STAGE 1:

- Specific case for the School, given by the Headteacher or other Representative of the School;
- Questioning by the Parent(s);
- Questioning by the Panel;

At the conclusion of the case for the School the Panel will ask the appellants and the Headteacher to leave whilst they discuss whether the School's published admission arrangements were correctly applied and make a provisional decision on whether "prejudice" would arise were the girl to be admitted. Should the Panel provisionally accept the case for the School then Stage 2 will commence.

STAGE 2:

- The representative from the school is asked for any information regarding the individual student.
- The case for the student, usually given by the Parent(s);
- Questioning by the Representative of the School;
- Questioning by the Panel;
- (Any member of the Panel may ask questions at any time if they require clarification of what is being said or if they need more information in order to reach a decision, but such questions must be put before the summing-up process commences);
- Summing-up by the Representative of the School;
- Summing-up by the Parent(s).

19. Parents have occasionally asked if their daughter could present the case or be present at the Appeal. This is considered by the Panel to put undue stress upon the student and is not advisable.

20. All Stage 2 Appeals shall be heard in private.

21. There may be occasions when the Panel is hearing more than one Admissions Appeal in relation to the School, in which case Stage 1 of the Appeals will be held with all appellants; the Representative for the school will present the general case in the presence of all parents, the Chairman explaining the procedure to those parents. All the parents, in turn, and in each other's presence, may be invited to question the Representative for the School on what has been said. If the Panel provisionally believes that the school has made its case, the process moves on to Stage 2 (see Section 18). If such appeals arise because of over-application for the number of places available, they should be dealt with fairly. Therefore the Panel will adjourn its decisions until all hearings have taken place, then consider their decisions and issue them.

DECISIONS OF THE PANEL

22. The decision of the Panel on any appeal is binding on the persons concerned and on the Governing Body.
23. The decision of the Panel and the grounds on which it was made shall be communicated by the Clerk in writing to the appellant, to the Governing Body and to the Headteacher as Representative of the Governing Body.
24. The decision should state in relation to an unsuccessful appeal that admission to the school cannot be given for whatever reasons were accepted by the Panel, eg specifying, if the admission would prejudice the provision of efficient use of resources, or as admission is based wholly or partly on selection by reference to ability or aptitude if the girl does not meet the criteria. If, despite these factors, the Panel is considering allowing some, but not all appeals, it may need to compare the circumstances of one parent with another to establish which appeal should succeed.
25. In either event the decision should be fully and clearly expressed and be capable of being understood by a lay person.

DEFINITION OF TERMS

26. In this Memorandum the term 'parents' is deemed to include the carer(s) of a child, and whilst used in the plural applies equally to one-parent families.

FURTHER INFORMATION

27. Further information on the Appeal procedure can be found on the DfE website: www.education.gov.uk.

Dawn Stark
For the Governing Body of Parkstone Grammar School
January 2019