

PARKSTONE GRAMMAR SCHOOL



A GUIDE FOR PARENTS/CARERS ON THE ADMISSION APPEALS PROCESS

If your child has not been offered a place at Parkstone Grammar School, you have the right to appeal this decision. We understand this can be a stressful time, and this guide aims to make the process as clear as possible, so you know what to expect and what you need to do to submit an appeal. The process is designed to be transparent and neutral, with appeals arranged by an independent service, the [Coastal Association of School Appeals \(CASAppeals\)](#), ensuring every case is considered fairly.

THINGS TO CONSIDER BEFORE YOU APPEAL

Before you submit an appeal, please take some time to carefully read this guide and the [Admissions Policy](#) for your child's year of entry. We also recommend reading the guidance and FAQs on the [CASAppeals website](#) and the [Department for Education \(DfE\) – Advice for parents and guardians on school admission appeals](#). CASAppeals and the DfE offer impartial advice to help you decide whether an appeal is the right step, understand where to focus your case, and identify the types of evidence the panel can consider.

Timings for appeals will depend on the entry point you have applied for:

- **MAIN ENTRY APPEALS (Year 7 in September).** For main round on-time applications, the Local Authority Schools Admissions Team will notify you at the start of March whether your child has been offered a place at Parkstone Grammar School to join Year 7 in September. Please see the [Appeals Timetable](#) on the Parkstone Grammar School website for key dates applicable to main entry appeals.
- **IN-YEAR APPEALS (Years 7 – 11 during the academic year).** For applications for In-Year entry, appeals can be submitted once you have received a letter refusing a place at Parkstone Grammar School. You should wait until your child has sat the In-Year entrance test and you have the results of testing, as part of the appeals process for grammar schools is to provide evidence that your child is of grammar school ability.
- **SIXTH FORM APPEALS (Year 12 in September).** For applications for Sixth Form entry, appeals can be submitted once your child has received their GCSE results and they have been refused a place at Parkstone Grammar School on GCSE Results Day. Please see the [Appeals Timetable](#) on the Parkstone Grammar School website for key dates applicable to Sixth Form entry appeals.

THE APPEALS PROCEDURE

For your appeal to be valid, the following conditions must all be met:

- Your child has sat all components of the entrance test (*for Main and In-Year Entry*).
- You have named Parkstone Grammar School on your child's school application form.
- Your child has been refused a place at Parkstone Grammar School.
- Your appeal has been submitted in writing via the CASAppeals portal and states the grounds on which your appeal is being made.

STEP 1 – NOTIFICATION OF REFUSAL OF A SCHOOL PLACE

You can only appeal against the refusal of a place for your child, so please don't contact the school, local authority or CASAppeals about an appeal until you have received a formal refusal letter or email. The decision

letter (from your local authority for Main entry, or from the school for Sixth Form and In-Year entry) will include the following guidance:

- The reason why your application has been refused.
- That you have the right to appeal to an independent admissions appeals panel.
- Signpost where to find more information about how to submit your appeal and any applicable deadlines.

It's important to accept the school place offered by your local authority. This ensures your child has a secure school option, regardless of the outcome of your appeal. Accepting this place will not affect your right to appeal, and it won't influence the panel's decision in any way.

STEP 2 – LODGING AN APPEAL

You must lodge your appeal in writing, stating the grounds on which it is made, using the CASAppeals Portal: casappeals.co.uk

- All supporting evidence must also be uploaded to the CASAppeals Portal. Prepare any documents you wish to refer to at the appeal and ensure that you have uploaded them by the deadline advised by CASAppeals.
- Appeal forms and evidence should **not** be submitted to Parkstone Grammar School.
- Be clear about the grounds upon which you want the Appeal Panel to consider your appeal. As a selective school, Parkstone Grammar has an approved [Admissions Policy](#) based on selection, but you have a statutory right to raise any issue you wish at the appeal.
- If your child passed the entrance test but was not offered a place because there were other children who more closely met the school's admissions criteria, then the appeals panel will be balancing the reasons for your case against the school's case and deciding which is stronger.
- **If your child has not met the required academic standard, the Appeals Panel is also looking for:**
 - Sufficient evidence to demonstrate that your child would cope with the pace and pressure of a grammar school education e.g. latest school reports, assessment results, a letter from their current school detailing academic progress etc.
 - Reasons why your child may not have performed to expectation in the entrance exam.
- While the Panel may be interested in your child's outside activities, they do not usually need to see certificates, awards etc, **focus on academic evidence**.
- Put your child's name on all evidence submitted.
- Any documents uploaded after the deadline may not be considered. The Appeals Panel will make any decision about the acceptance of evidence beyond the deadline.

STEP 3 – SCHEDULING THE APPEAL HEARING

- **CASAppeals is responsible for arranging the appeal hearing.** They will:
 - Set the date and time (hearings will be on weekdays during term time).
 - Appoint a clerk and panel members.
 - Communicate the schedule and venue to all parties (hearings are usually held in person at Parkstone Grammar School).
- Appeals will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date. For Main Entry and Sixth Form appeals, see the [Appeals Timetable](#) on the Parkstone Grammar School website for key dates. You will be given 10 school days' notice of your appeal hearing date, unless you waive this right in order to have an earlier date for your hearing.
- If either you, or anyone coming with you, requires access arrangements or an interpreter, please contact CASAppeals as soon as possible by emailing appeals@casappeals.co.uk.

WHAT HAPPENS AT THE APPEAL HEARINGS?

The atmosphere at a hearing should be informal, where you and the School can put your cases simply, either in person or in writing. Appeals are **heard by a panel of three members**, who are all independent of Parkstone Grammar School and its Governing Body. At least one member of the panel will have experience in education.

The Appeals Panel will be **supported by an independent Clerk** whose key tasks are to:

- Introduce everyone and explain the basic procedure for the hearing.
- Ensure relevant facts are presented.
- Advise on the appeals process and admissions law.
- Record the proceedings.
- Notify parents/carers of the Appeals Panel's decision.

Hearings will be in two stages, and you are encouraged to attend both parts. Stage 1 and Stage 2 may be heard together if yours is the only appeal to be considered.

STAGE 1 – THE SCHOOL'S CASE FOR REFUSING ADMISSION

During Stage 1 of the hearing:

- A representative of the School (usually the Deputy Headteacher of Parkstone Grammar School) will give a summary of the School's case for why they refused your child a place. A copy of the School's Case will be available for you to download from the CASAppeals Portal before the hearing.
- Where the Appeals Panel has more than one appeal to hear for Parkstone Grammar School, Stage 1 will be held with all appellants. The School's representative will present a general case in the presence of all parents/carers.
- You will have the opportunity to question the School's representative. Where multiple appeals are being heard, all the parents/carers, in turn, and in each other's presence, will be invited to question the School's representative.
- The Appeals Panel will ask any questions for clarification.
- The Appeals Panel will then ask the School's representative and parents/carers to wait whilst they discuss in private whether the School's published admissions arrangements:
 1. Follow the rules set out in the School Admissions Code and Part 3 of the School Standards and Framework Act 1998, and
 2. Were correctly applied in the case(s) in question, and decide whether the admission of additional children would prejudice the provision of efficient education or the efficient use of resources.

If the Panel provisionally accept the case for the School, then the hearing will proceed to Stage 2.

STAGE 2 – PARENTS' CASE FOR APPEAL

Stage 2 will always be held in private, with the Appeals Panel, Clerk and the School's representative present, and parents/carers presenting their case individually.

During Stage 2 of the hearing:

- First, you will present your case. **It is strongly recommended that you attend the hearing, if possible.**
 - You may wish to prepare some written notes to refer to.
 - You can bring someone with you for support or nominate a family member or friend to represent you and speak on your behalf, or act as an interpreter.
 - It is not necessary, but if you wish to do so, you may call witnesses to support your case. These witnesses may make written observations (which you should submit via the CASAppeals Portal), and they may come with you to the Stage 2 hearing to give evidence in person.

- It is **not** advised that children attend the hearings, as they can be a lengthy and emotive process with sensitive circumstances being discussed.
- If you choose not to attend or are unable to attend on the day, the Appeals Panel will consider your case based on any written information you uploaded to the CASAppeals Portal.
- 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.
- The School's representative is asked for information regarding your child's application.
- The School's representative may ask you questions.
- Any member of the Appeals Panel may ask questions at any time if they require clarification of what is being said or if they need more information to reach a decision, but such questions must be put before the summing up process commences.
- Both you and the School's representative will have a chance to sum up your cases, and the hearing will then end.

DECISIONS

The Appeals Panel will meet in private to decide on the outcome of each appeal. Exercising their discretion, the Panel will weigh up your reasons for wanting your child to attend the school against the School's case for not being able to admit another child. If your case is stronger, the Panel will uphold your appeal, and your child will be offered a place at Parkstone Grammar School. If the School's case is stronger, your appeal will be refused.

The Clerk will email you with the outcome of your appeal. This will usually be on the same day as your appeal hearing, or if multiple appeals are being considered by the same Panel, after the final day of appeal hearings. The Clerk will follow up with a more detailed decision letter giving the Panel's reasoning, usually sent within 5 school days.

WHERE TO FIND MORE INFORMATION ABOUT ADMISSIONS APPEALS

To be fair and remain impartial, the School is unable to discuss details of individual cases or provide specific recommendations about the evidence to supply to support an appeal case. If you require any information or clarification regarding the appeals procedure itself, please either contact the Admissions & Appeals Officer at Parkstone Grammar School or the CASAppeals Team:

- **Parkstone Grammar School**
Admissions & Appeals Officer
admissions@parkstone.poole.sch.uk
01202 605605
- **CASAppeals Team**
appeals@casappeals.co.uk
01202 029589

You can find additional information and advice regarding admission appeals via the following links:

-  [CASAppeals website – FAQs and links to advice and support services](#)
-  [Department for Education – Advice for parents and guardians on school admission appeals](#)
-  [Department for Education – School Admissions Appeals Code](#)