

YEAR 7 SEPTEMBER 2024 START GUIDANCE NOTES AND APPEAL FORM

If your child has not been offered a place at your preferred school, you can appeal to an Independent Appeal Panel. You should read these guidance notes if you are appealing for a Year 7 place to start in September 2024.

School places in Ealing are very limited and places are allocated according to the admissions criteria. We strongly recommend if you have been offered a place at an alternative school, that you accept the place that you have been offered whilst you await the outcome of your appeal.

If you are the parent of a child with a statement of Special Educational Needs and wish to appeal against the school named in the statement, or the fact that no school has been named, such appeals are considered by a Special Educational Needs and Disability Tribunal. Please call the SEN Helpline on 01325 289 350 or Email: sendistquiries@hmcts.gsi.gov.uk for further information.

In Ealing and across London it is **not** exceptional for siblings to attend different schools

Appeal statistics for Year 7 coordinated Community Schools and those VA / Foundation / Free and Academy schools for whom we administer appeals.

	Appeals lodged	Appeals upheld
2022/23	33	8

Last year appeals for Year 7 September 2023 start were 33 lodged and 8 of these were upheld.

If you would like to appeal you should complete the attached Appeal Form and return it to the Committee Section by **Tuesday 17th April 2024**. It is important that you return the form to the Committee Section as soon as possible so that your appeal will not be delayed. Please note all appeals received on time will be heard by **Wednesday 19th June 2024**.

PLEASE NOTE

- **The child's parent or guardian must complete and sign the form.**
- **You must complete a separate form for each school you are appealing for.**
- **If you wish to appeal for any school in Ealing not listed in Appendix 1, you must appeal directly to that school.**

HOW TO FILL IN THE APPEAL FORM

Sections 1 and 2

1. Fill in the box with the name of the school you want to appeal for. Please note that you must have applied to this school, and that you can only appeal for the schools listed on page 4, Appendix 1. If you wish to appeal for a school not listed on page 4, Appendix 1, you will need to contact the school directly.
2. Enter the name of the school you have been offered. Please state 'None' if you have not been offered a place.

Section 3 - Fill in your child's name, address, date of birth and gender. It is important that we have all this information.

Section 4 - Fill in your name, address (if different from your child's) and your daytime and evening telephone contact number, and your email address.

Section 5 - At the appeal

1. If you wish to attend the appeal, please tick the 'Personal Appeal' box. You do not have to attend the appeal, but **it is better if you can** as the Appeal Panel may have questions that only you can answer and you will be able to explain your case personally and answer any questions from the Appeal Panel. Please note that if you ask for "Personal Appeal" but are late or fail to attend the meeting, your appeal will be considered on the basis of the written information you have submitted.
2. If you do **not** want to come to the appeal, you can send a representative to present your case for you. If a representative is attending to present your case or accompany you, please tick the relevant box and fill in their name and email address so we can send them a copy of the appeal papers. Your representative can be a friend, a locally elected politician or an employee of the local education authority such as an educational social worker, SEN Adviser or learning mentor, provided it does not lead to a conflict of interest.
3. If you decide not to attend, nor to send a representative, please tick the 'Written Appeal' box. This means that the Appeal Panel will use the written information you have provided, along with information from the Admission Authority, to decide your case. However, you should note that the Admission Authority may still send someone to present its case even though you will not be there.

Section 6 - Written Statement

- You **must** complete this section even if you are coming to the appeal.
- You should give all the reasons why you want your child to go to your preferred school and not to the school they have been offered.
- If you have any supporting evidence, you should send a copy to us with the form. If you need more space, you can attach additional pages to the form. Medical information relating to your child should be from a consultant or specialist, not a GP, and must detail the medical reasons why the child should attend the preferred school rather than the allocated school.

More information about Section 6

The Appeal Panel will consider the Admission Authority's reasons for refusing your child a place and your reasons for appealing against their decision. The Appeal Panel will initially decide whether the school's admission arrangements are lawful and were correctly applied and if the admission of an additional child would cause prejudice. If the panel are satisfied that the arrangements are lawful and there has not been any error that led to a place being denied, they will proceed to considering whether the benefit to your child of going to your preferred school outweighs the prejudicial effect that admitting one more pupil will have on the school and the other children in the class.

Question 7 - Sign and date the form

The child's parent or guardian must sign the form.

You must email the completed Appeal Form to:

Schooladmissionappeals@ealing.gov.uk

If you have any difficulty returning the form by email please contact school appeals on:-
0208 825 7946

It is important that you return the form to the Committee Section as soon as possible so that your appeal will not be delayed. Please note that all on time appeals received will be heard by **Wednesday 19th June 2024**.

WHAT WILL HAPPEN NEXT?

- A letter/email will be sent to you confirming that we have received your Appeal Form.
- We will set a date for your appeal to be heard by an Appeal Panel within 40 school days from the deadline for lodging appeals.
- 10 school days before your appeal you will be sent:
 - (i) meeting will be held virtually.
 - (ii) the names of the panel members and clerk.
- 5 clear working days before your appeal you will be sent:
 - (i) information about what will happen at the appeal.
 - (ii) a statement from the Local Authority giving the reasons why they did not offer your child a place at the school you preferred.
 - (iii) your appeal form and any other information you have provided.
 - (iv) any information provided by the school.

ANY QUESTIONS?

For further information about admission appeals see the Admission Appeals Code at [School Admission Appeals Code 2022 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101222/school-admission-appeals-code-2022.pdf)

For further information on School Admissions and the admission criteria for schools in Ealing see: www.ealing.gov.uk/admissions

Helpful organisations that provide information on the appeals procedure:

- ACE, Advisory Centre for Education. www.ace-ed.org.uk ACE offer free advice on the admissions and appeals process.
- Coram, Children's Legal Centre provide free advice on the appeals process:
<http://www.childrenslegalcentre.com> telephone 0300 330 5485 Mon-Fri 9am to 8pm and Sat 9:00am to 12:30pm

If you have any questions about the appeal form or the appeal procedure, please contact the Committee Section, details below:

Telephone: 020 8825 7946

E-mail: schooladmissionappeals@ealing.gov.uk

More information about Appeal Panels

The Appeal Panel will be made up of 3 people who are independent of the Admission Authority. The Appeal Panel will be as informal as possible and should take about 20 to 30 minutes, complex appeals may take longer.

The Appeal Panel will be supported by an independent clerk.

Appendix 1 – Community Schools in the London Borough of Ealing

The Committee Section organises admission appeals for these community schools:

Secondary Schools

Elthorne Park High School

The Committee Section also organises admission appeals for these voluntary aided, foundation academy and free schools:

Alec Reed Academy (High)
Brentside High School
Dormers Wells High School (Academy)
Ealing Fields High School (Academy)
Featherstone High School (Academy)
Northolt High School
Villiers High School

NB: To appeal for any school **not** listed above, you will need to contact the school directly.