School Admission Appeal

Normal Prejudice & Infant Class Size

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School/Academy

|  |  |
| --- | --- |
| Name of Child: | Date of Birth: |
| Address: | |
| Year Group: | Start date: |
| Criterion and distance: (*ie Criterion E; 5.235 miles)* |  |
| Actual criterion confirmed by governors: |  |
| Last place offered: *(ie Criterion E; “children who live outside the designated area 2.14 miles)*: |  |
| Date application received: |  |
| Date of refusal letter sent from the admissions authority: |  |
| Alternative school arrangements (what school has the child been offered): |  |
| Designated area school: |  |
| **Summary of the application**:  For example (Infant Class Size):  This was an on-time application for admission into Reception in September. Governors were not able to offer a place as the year group is full. The last place offered was under Criterion E; 2.14 miles.  The published admission number is 30 and 30 places have been offered and accepted. There was a total of 80 application for the school, XXX is 12th on the continued interest list. Governors consider that they have fairly applied the admissions policy in determining that this application be refused.  --------------------------------------------------------------------------------­­­­­­­­­­­­­­­­­­­­­­­­­­­­­----------------------------------------------------------  **Summary of the application**:  For example (normal prejudice):  XXXX has recently moved into the catchment area with his/her family. Governors were not able to offer a place as the year group is full. The parent/s were advised of the right to appeal against this refusal to an Independent Appeal Panel. An appeal form was requested for a place in year X.  The published admission number is XXX and there are XXX on roll in XXX year. This year group together will all years in the school currently have continued interest lists.  Governors consider that they have fairly applied the admission policy in determining that this application be refused. | |

List of documents required pertaining to the appellant: Refer to the notes for governors and headteachers for more details.

* copy of the refusal letter from the LA or the governors stating full reasons for refusal in accordance with admissions criteria.
* information whether another place has been offered, as identified under the co-ordinated scheme.
* statement explaining how the co-ordinated admissions scheme was applied.
* copy of the Common Application Form.
* copy of the supplementary information form, if applicable.
* appeal form, completed, signed and dated by parents.
* copies of all correspondence and notes of any conversations/telephone calls between school, (LA if relevant) and parents about admission.
* details of how admission arrangements apply to the child.
* a written statement summarising the reasons for the decision to refuse a place, explaining how admission of an additional of an extra child would cause prejudice to the provision of efficient education or use of resources (“normal” prejudice) or making it clear that to admit a child on the grounds that the admission of an additional child would breach the **infant class size limit** and there are no measures it could take to avoid this without prejudicing the provision of efficient education or efficient use of resources;
* any written supportive evidence submitted by parents.

Please keep individual appellants case notes separate to the school’s case.