

These are examples of questions you may be asked by the panel at an appeal, do ensure you know the answers!

Panel Questions - Examples

1. Infant Class size prejudice

Stage 1

- (i) PAN – confirm PAN, confirm current NOR (Number on roll) in relevant year group. Establish whether admitting another child would breach the statutory infant class size of 30? Any future prejudice?
- (ii) Establish whether the admissions policy (including co-ordinated arrangements) comply with mandatory requirements of Code? Admissions Policy - reviewed annually? Ask about process for agreement by Governing body? Consultation with relevant bodies? Any advice given and acted on? Posted on school /LA website?
- (iii) Whether the Admissions policy was correctly and impartially applied? Ask for explanation of application process, (for normal round or in-year admissions), how applicants are ranked and places are offered?
- (iv) Include in the Governors Statement the criterion and tie-break of the last child offered a place.

Stage 2

- (i) Given application process outlined in stage 1, ask appellant whether they have any reason to believe their application was not handled correctly? Ascertain reasons?
- (ii) Ask appellant to present their appeal. Focus questions on whether the decision to refuse admission was a 'reasonable' decision as seen at time of application
- (iii) Know the criterion and distance from school each appellant was considered under.

2. Normal Prejudice

Stage 1

- (v) PAN – confirm PAN, confirm current NOR (Number on roll) in relevant year group
- (vi) Admissions Policy - reviewed annually? Process for agreement by Governing body? Consultation with relevant bodies? Any advice given and acted on? Posted on school /LA website?
- (vii) Normal admission round – explain how you handle applications to your school (CAF, SIF,)? Admissions committee? Ranking in accordance with over-subscription criteria in policy?

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- (viii) Include in the Governors Statement the criterion and tie-break of the last child offered a place.
- (ix) In year admission – how do you handle in year admissions? Process? Admissions committee? Continued Interest list - ranked in accordance with over-subscription criteria?
- (x) Establishing prejudice
 - What effect would an additional admission have on that particular cohort? (impact on class organisation, class size, resources, experienced teacher, Special needs of children in that cohort, teaching support for that cohort, effect on other children
 - Size of accommodation, play area, cloakroom space, IT resources, FS outdoor play area, any changes to accommodation since plan produced/NCA calculated?

Stage 2

- (i) Listen to parent's case
- (ii) Establish what the reasons are for expressing this school as a preference
- (iii) Clarify criteria under which parent is applying, confirm reason why place refused eg. Distance was greater than last admitted child or criteria was lower than last admitted child
- (iv) Ask why the parent feels that this is the right school for their child? What can this school offer that the allocated school or other schools cannot?
- (v) Summarise your understanding of case and ask for any additional comments?
- (vi) Know the criterion and distance from school each appellant was considered under.

3. Things not to do...

- (i) Appear over friendly with any panel members or the clerk whom you may have seen in previous appeals
- (ii) Ask if there is a Mr X?
- (iii) Express a view on any other particular school
- (iv) Ask for medical detail unless relevant
- (v) Ask for details on distressing personal circumstances unless strictly relevant
- (vi) Ask where appellant is on Waiting list – (governors may mention that the school is full in XX years, is popular and operate waiting lists for all year groups).

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