

SUTTON GRAMMAR SCHOOL

ADMISSION APPEALS – GUIDANCE FOR PARENTS

If your son has been refused a place at the School you have the right to appeal against that decision.

When you received a letter telling you that the School is unable to offer a place to your son, reasons will be given for this decision. You should think carefully about whether to appeal against the School's decision, particularly if your son did not reach the cut-off mark in the entrance test, since the Academy Trust maintains that to admit a child who has not reached the pass mark would be incompatible with selection under the published admission policy. It is not possible for candidates to re-sit the entrance test, and all scores are re-checked for those who are submitting an appeal so parents are assured no errors have been made in the marking.

If you wish to proceed to appeal, you will be told where to send your written notice of appeal and the deadline by which it should be received. A written submission setting out the reasons for the appeal must be supplied in advance. The Appeal Panel will be given copies of your application, so please make every effort to send in any letters or documents to be considered at the same time. The Panel may have insufficient time to consider any evidence submitted late or on the day of the hearing. You are encouraged to attend the hearing and may bring someone to support you if you wish.

Please refer to the Additional Information for Appellants for advice on how to present your case and the sort of evidence that you might like to provide.

The Clerk will send you details of the date, time and place for the hearing at least ten school days in advance. Further details about the procedure for the hearing will be included. At least seven days before the hearing you will receive a written statement of the Governing Body's case.

The three members of the Appeal Panel have no connection with the School. Others present at the hearing but who take no part in the decision are the independent Clerk who is appointed to organise the hearing, take notes and advise on procedure, and a member of the Academy Trust's Admissions Committee (usually the Headmaster) who will present the case on behalf of the Trust.

The Panel will listen to the case for the Trust, and then balance this against the case for your son, following a two-stage process. The members must first decide if the School's admission arrangements are lawful and have been correctly applied, and must satisfy themselves that to admit another boy would prejudice the provision of efficient education and the efficient use of resources. If they agree that this is so, they must then decide whether your case is sufficient to outweigh the case of the Academy Trust.

The Panel will make their decision as soon as possible after all the appeals for the year group have been heard. The decision, which is binding on both the School and the Appellant, will be sent in writing by the Clerk.

If you have a complaint about the administration of the appeal hearing, you have the right to contact:

Academy Admission Appeal Complaints
Academies Central Unit
Education Funding Agency
8th Floor Earlsdon Park, Butts Road
Coventry CV1 3BH

Or complete a complaint form online

https://form.education.gov.uk/build/fillform.php?self=1&&form_id=cJjpB3CdBfq&ShowMsg=1&skipExtraPage=1&form_name=Academy%20admission%20appeal%20complaint%20form&noRegister=false&ret=/MyServices&blackListId=cJjpB3CdBfq&isBlacklisted=1&1

The EFA cannot review or overturn a decision but will consider a complaint if it is shown that there was a procedural error.