

## **SUTTON GRAMMAR SCHOOL**

### **ADMISSION APPEALS – PROCEDURAL GUIDANCE FOR PARENTS**

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

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 appeal submission, 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.

For the 2024 appeals season, all appeals will be carried out at a virtual hearing (Zoom), which will be hosted by the Clerk to the Appeal Panel.

The Appeal Panel will convene before the hearing starts, to ensure that they are connected without any problems. The Clerk will then admit parties into the hearing from the virtual waiting room, ensuring that both parties enter and leave at the same time. Participants will be advised to supply a current phone number in case of any connection difficulties, in which case the Clerk will attempt to phone them. The appellant will be advised in advance that if they do not respond to attempts by the Clerk to contact them, the appeal will continue in their absence and be considered on the written paperwork provided. The Presenting Officer will still be allowed to take part in the hearing in these circumstances.

At the start of the hearing, the Clerk will ensure everyone can hear and be heard. The Chair of the panel will then:

- welcome everyone to the appeal, and ask the Panel members to introduce themselves
- outline the order of proceedings, stressing that the Panel is totally independent and has no connection with the school in question
- explain that the Panel will consider both cases and make a decision after all related appeals have been heard, stressing again that only the three Panel members are responsible for making the decision, which is final and binding on both parties

The order of the hearing will be as follows, although the Panel may ask questions at any time:

- the case for the Admissions Authority
- questions by the appellants and Panel;
- the case for the appellants;
- questions by the appellants and Panel;
- summing up by the Admissions Authority;
- summing up by the appellants.

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.

If a child has passed the entrance test but the Trust has not offered them a place because they offered all the places to those who more closely met the school's admissions criteria, then the Panel should follow the 2 stage decision making process.

However, if a child did not pass the entrance test, the Panel may only uphold the appeal if it is satisfied that there is evidence to demonstrate that the child is of the required academic standards; or that the appellant's case for appeal outweighs the Trust's case for prejudice

The Panel must not devise its own methods to assess whether the child is of grammar school ability.

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  
8<sup>th</sup> 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](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.