



UPTON-BY-CHESTER HIGH SCHOOL – ADMISSION APPEAL FORM

If you are appealing for more than one child or for more than one school please complete a separate form for each child and each appeal.

Please complete this form in black ink

CHILD'S DETAILS:	YEAR GROUP	
Surname:		
Forename:		
Date of Birth:	Male/Female <i>(please delete as appropriate)</i>	
School currently attending/last school attended:		
Date child left (if applicable):		
	Yes ✓	No ✓
Is the child 'Looked After' by a Local Authority <i>(in public care)</i> ? If yes, please state which Local Authority and provide a contact number:		
Does your child have a Statement of Special Educational Needs?		
Is your child permanently excluded from school?		

Appellant's names: (parent, guardian or carer) Mr/Mrs/Miss/Ms/Dr <i>(please delete as appropriate)</i>	
Relationship of appellant to child – <i>(please specify - parent/guardian/carer/other)</i>	
Do you intend to be present at the appeal hearing? Yes / No <i>(please delete as appropriate)</i> Have you any special requirements i.e. wheelchair access/hearing problems? Yes/No If yes please give details overleaf.	
Current Address:-	Address in Cheshire West and Chester to which you are moving:- <i>(if applicable)</i>
Post code	Post code Date of moving
E-mail address:	E-mail address:
Telephone contact numbers:-	

For office use only

Date received	
Confirm PAN reached	
Logged on system	
Acknowledgement letter	

Child's Catchment School	
Presenting Officer	
Passed to legal	
Processed by	

Do you have any other school aged children?
 If so indicate their names, ages and schools they attend.

Name	Date of Birth	Name of Child's present school

Please state your reasons for seeking a place at this school (e.g. moving into area/domestic arrangements etc). If you are stating medical, psychological or social reasons **PLEASE ENSURE THAT PROFESSIONAL EVIDENCE IS ATTACHED** e.g. a letter from a doctor or professional stating the **medical or social reasons which require your child to attend this particular school.**

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(continue on a separate sheet if necessary)

Any other specific needs (please give details):

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I wish to appeal against the decision of the Local Authority not to allocate a place for my child at Upton-by-Chester High School.

Signed: **Date:**

Please return this form to:
School Admissions
Upton-by-Chester High School
St James Avenue
Upton
Chester
CH2 1NN

ADMISSION APPEALS – A BRIEF GUIDE FOR PARENTS/CARERS

RESPONSIBILITY FOR ADMISSIONS

The local authority (LA) is responsible for admissions to Community Schools and Church of England Controlled Schools. For Catholic Schools, Church of England Aided Schools, Foundation Schools and Academies, the school governing body is responsible for admissions and you should contact those schools direct for further information regarding appeals. **This guide applies to appeals for Upton-by-Chester High School ONLY.**

APPEALS PANELS

Appeals Panels have either three or five members. There are strict rules on who may and may not be a member of an Admission Appeals Panel to make sure that the Panel is independent and impartial. A Clerk to the Panel also attends the hearing. The Clerk is a legal officer of the Council who is there to see that the appeal is heard properly and to provide legal advice to the Panel. An administrator also attends to take notes.

APPEALS HEARINGS

As the appeal process is a legal process, appeal hearings are formal hearings. However, Appeal Panels do try to keep appeal hearings as informal as they possibly can within the legal framework within which they have to operate. Appeal hearings are held, so far as possible, fairly local to your home town or area. First, the representative from the school will explain why it was not possible to meet your request for a place at Upton-by-Chester High school. You can ask questions if you wish. The Panel will also ask questions. You will then have an opportunity to present your case and answer any questions about it from the Panel and the school's representative. No other parents will be present when you present your own case. You do not have to attend although many parents choose to do so. The Panel will allow you to be accompanied by a friend or to be represented although Government advice is that legal representation should not normally be necessary and that children should not generally be allowed to attend appeal hearings. Whilst Appeals can be considered on the basis of your written information alone, the presence of a parent or representative at a hearing will enable the Panel to obtain more information about a child's circumstances than is contained in written information alone. Such information, which a parent may not have considered to be relevant when he or she filled in the Appeal application form or submitted documents in support of the Appeal, could have a bearing on the outcome of the Appeal. If you are unable to attend the Appeal then it is important that you send in as much information as possible about your reasons for wanting a place at the school.

POWERS OF APPEALS PANELS

Panels can uphold all appeals and instruct the school to allocate a place for your child at Upton-by-Chester High School. They can uphold some of the appeals and reject others and they can also reject all the appeals.

Once all the appeals have been heard Panels must first decide whether further admissions to the school 'would prejudice efficient education or the efficient use of resources'. Prejudice cannot normally be proved until the year group your child would enter is full. This means that the year group has not only reached its admission limit but cannot accept any more students in that year group without prejudicing the provision of efficient education at the school or the efficient use of resources. The school will provide a statement giving their reasons why they consider that to accept further students would cause prejudice to the school.

If the Panel believes that the school can admit all the students whose parents have appealed without causing prejudice your appeal will automatically be upheld. The Panel may decide that places can be allocated to some of the appellants before the point is reached when further admissions will cause prejudice. The Panel will decide how many more places can be offered. Any such places will be allocated by the Panel according to factors in the individual case.

If the school's case that further admissions will cause prejudice is accepted by the Panel (either as presented or after some further places have been allocated) the Panel will then proceed to the second stage.

This requires panel members to balance your own arguments in support of your child's admission against the extent of prejudice to efficient education and the efficient use of resources which it considers would be caused by the admission of further students. If the Panel believes that your child's circumstances outweigh the extent of the prejudice to the school your appeal will be upheld, otherwise your appeal will be declined.

TIMESCALES

Appeals for Secondary Transfer into Year 7 are held between May to July each Year. Other Appeals are normally heard within 30 school days (excluding school holidays) from the date the completed appeal form is received. You will be given the date and time of the appeal hearing two weeks in advance of the hearing and the school's statement of its case will be sent to you one week in advance. You will normally be notified of the Panel's decision in writing no later than 7 working days of the hearings being completed. **DECISIONS OF APPEALS PANELS ARE FINAL AND BINDING ON BOTH THE LOCAL AUTHORITY AND SCHOOL.**

SOME FURTHER INFORMATION ABOUT APPEALS

- **Repeat appeals** – will not be considered within the same school year unless your own or the school's circumstances have changed significantly and materially since your first appeal (e.g. change of address).
- **Appeals for more than one school** – will be considered at separate hearings. You may appeal for each school at which a place has been refused. (For other schools, please contact the Local Authority).
- **Further steps** – if your appeal is not upheld and you consider there has been 'maladministration' in the way your appeal was handled you may complain to the local government ombudsman.
- **More information** – A full guide to the appeal process can be obtained on the website: www.cheshirewestandchester.gov.uk. Other sources of information can be obtained from:
 - Cheshire West and Chester Council Tel: 0300 123 7039
 - Parents can also seek advice from the Advisory Centre for Education (ACE) in London which is a voluntary body providing a helpline advice service to the parents on education matters. The telephone helpline number is 0808 800 5793.

**If you decide to appeal you are strongly advised also to seek a place at an alternative school in case your appeal is unsuccessful.
Securing a place at an alternative school will not prejudice your right of appeal for any other school.**