

OTHER INFORMATION

ADMISSION APPEALS PROCEDURE

Parents/carers who are not offered a place at any of their preferred schools have a right of appeal to an independent appeals panel under section 94 of the School Standards & Framework Act 1998. Appeals must be submitted in writing but parents/carers have the right to present their case to the panel. The Chairman of the appeal panel will be a lay person having no connection with the LA. Other members of the panel will be suitably experienced persons.

The Education Act 1996 as amended by the School Standards & Framework Act 1998 requires that from September 2001 no 5, 6 or 7 year old in an infant class at a maintained school should be in a class of more than 30 pupils. Admission Authorities are not required to admit a child to an infant class where to do so would conflict with keeping to the statutory class size limits. Therefore if the preference expressed is for a primary school that falls into this category and it is over-subscribed, parents will have the right of appeal to an independent appeals panel, but an appeals panel can only uphold this appeal if it is satisfied that:

- a) The decision was not one which a reasonable admission authority/governing body would make in the circumstances of the case, or
- b) That the child would have been offered a place if the admission arrangements had been properly implemented.

This means that unless the appeals panel agrees to either of the above, admission will be refused. The LA will then advise parents where there are places still available, and parents will then be asked to submit their preference.

Applications for admission to Aided Church schools will be referred to the head teacher and Admissions Committee of the governing body of the school concerned. If the application is unsuccessful, parents will be notified of their statutory right of appeal. The decisions of independent appeals panels are binding on the LA and on the school's governing body.

There are different appeal arrangements for pupils with a statement of special educational needs (EHCP).

How to appeal

If you wish to appeal against a decision not to admit your child to a particular community, academy, voluntary controlled or voluntary aided primary school, you should contact School Admissions by email schooladmissions@halton.gov.uk who will provide you with an appeal form. You should then return your appeal to schooladmissions@halton.gov.uk or to:

School Admissions, PO Box 317, Runcorn, WA7 9BZ

In general, the following arrangements will be made for all appeals:

- The deadline to submit and appeal for Primary 2023 is **16th May 2023**. Appeals will be heard in June and July 2023. Late appeals will still be heard but may not be heard before September so please submit your appeal by the deadline.
- At least 10 days prior to the hearing, the clerk will notify you of the time, date and location of your appeal.
- Approximately 7 days before the appeal you will receive an agenda and supporting paperwork.
- The appeal will be heard before an independent panel who will have a copy of the appeal and all evidence submitted by you.
- You will be notified in writing of the appeal panel's decision and the grounds upon which it was made

The decision of the appeal panel is binding on all parties.