



# Norlington School and 6<sup>th</sup> Form

## APPEAL FORM

Your child has not been offered a place at Norlington School and 6<sup>th</sup> form. The School acting as Admission Authority believes adding more pupils will prejudice the quality of education provided and is an inefficient use of education resources. We do, however, appreciate that parents have the right of appeal and the staff and governors are always humbled when parents chose this route as it recognises the quality of education provided by the school to our local community.

For more information, please read *A Parent's Guide to Admission Appeals* and also *Waltham Forest's Brochures 'Starting Secondary School'*. When a school has more applications than places available, the admissions criteria is applied for each school to determine the priority for admitting pupils.

Forename

Surname

Name of child: \_\_\_\_\_

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

Is the child in Public Care with a Local Authority? Yes/No (delete where applicable)

If so Name of Parent/Carer \_\_\_\_\_

**REASON FOR APPEALING:** Please present your case for the panel to consider and attach this and any further evidence you wish to offer in support of your appeal to this form and return to the Academy by 30<sup>th</sup> March 2021.

Signed:(Parent/Legal Guardian) \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

If you have any queries with the appeals process please contact the school directly.

If you have any queries concerning the general admissions process please telephone the School Admissions Service on 020 8496 3000 or email: [admissions@walthamforest.gov.uk](mailto:admissions@walthamforest.gov.uk). If you wish to see an officer, please telephone the School Admissions Service to make an appointment.

Please return to Norlington School and 6<sup>th</sup> Form, Norlington Road, London E10 6JZ

(Full Admissions Policy available online. Appeals extract from policy on reverse)

## **Extract from The Exceptional Education Trust Admissions Policy**

### **14. Admission Appeals**

14.1 At Exceptional Education Multi Academy Trust, we wish to be fair, reasonable and transparent throughout the admissions process. If a parent/carer's application for admission is unsuccessful, they have a statutory right of appeal to an Appeals Panel, which is independent of the individual Academy and Academy Trust.

14.2 Please note that the appeal process does not apply to children with a Statement of Special Educational Needs. Appeals for these children are dealt with by the SEN and Disability Tribunal.

### **15. Admission Appeals**

15.1 Parent/carers can appeal against this decision to an independent appeal panel.

15.2 The deadline for receipt of appeals is the 30<sup>th</sup> March (in whichever year the appeal is taking place) in order for appeals to be heard in April/May. Appeals should be sent directly to the Exceptional MAT. Appeals submitted after the deadline will be heard after the main round of appeals. Appeals will be heard within 40 days of being submitted. Appeals are heard by panels of people who have not taken part in deciding how places were offered on 1 March. The parent/carer will be invited to present their case in person and may bring a friend or representative to help.

15.3 The parent/carer will be notified of the date of the appeal hearing at least two weeks prior to that date. A week before the hearing is due to take place, they will receive a copy of the Academy's statement of case. The statement of case will explain why it was not possible to offer the place at the Academy and the implications of more children admitted above the admissions number.

15.4 The appeal hearings for our Academies will usually be held at a location to be confirmed and the parent/carer will be invited to attend. The panel members are completely independent of the Academy or Academy Trust and are made up from skilled volunteers.

15.5 The panel will consider the Academy's case against the reasons for the parent/carer's appeal and will make a decision to uphold or reject the appeal. The parent/carer will be notified of the panel's decision in writing, within five working days of the hearing via the LA who is acting on our behalf.

### **Successful Appeal**

16.1 If the appeal is upheld (successful) then the parent/carer has secured a place in the Academy for their child. The child's details will be forwarded to the Academy and they will be included in any induction visits, etc.

16.2 Acceptance of a place at another school (e.g. second or third preference school) does not prevent a parent/guardian continuing to progress an appeal.

### **17. Unsuccessful Appeal**

17.1 If the appeal is dismissed (not successful), the decision is final. The child will remain on the waiting list in case any vacancies arise in the future.

17.2 It is only possible to have one appeal for the same Academy within the same year group, unless there is a significant change in circumstances.

17.3 The School Admissions Team will continue to encourage the parent/carer to consider other Schools/Academies for the child, whilst remaining on the waiting list for our Academy.

17.4 There is no further appeal. The letter that the parent/carer receives explaining the decision of the Appeal Panel will inform the parent/carer about the limited options that are available.

17.5 There is no further right of appeal to the Governing Body or the LA. There is also no right of appeal to the Secretary of State for Education. The Secretary of State cannot review or overturn decisions of appeals panels but does have limited power to intervene in very exceptional circumstances.

17.6 The Local Government Ombudsman is not able to overturn an appeals panel's decision but can investigate written complaints about maladministration on the part of the admission appeals panel. This is not a right of appeal and must relate to issues such as failure to follow correct procedures or failure to act independently, rather than complaints where the parent/carer simply feel that the wrong decision has been made