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## Admission Appeals Procedure Admission in **September 2016**

This process outlines what you need to do if your child is refused a place at either school. Somerset County Council has produced a "School Admission Appeals Booklet" that we strongly advise you read before completing the appeal form. Their website also has some useful information:

<http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/appeal-a-school-admissions-decision/>

**PLEASE NOTE:** The Governing Body of the Beacon Federation of Cutcombe and Timberscombe Church of England First Schools is the "Admission Authority" for the schools, not Somerset County Council and will manage any appeal. Please contact the school directly.

The Appeals Form is attached below as Appendix 1

Appeals Process:

- \* Fill in sections 1 to 3 of the appeal form
- \* Return the form by the deadline of the **16th May 2016**

Appeals Timetable:

**National Offer Day 16th April 2016**



**16th May 2016**

Deadline for you to return your school admission appeal form if you wish to appeal for a school place that you were refused.



**Appeals will be heard within 40 School Days**

- Each appellant will receive at least 10 School days' notice of their appeal hearing, unless the appellant wishes to waive this right by ticking the appropriate box on the appeal form
- Any additional evidence must be received by the final deadline which is 7 days before the Appeal Hearing. Consideration at the hearing of any information or evidence received after that date will be at the discretion of the Panel.
- Decision letters are sent within 5 school days' of the hearing wherever possible.

For late applications (received after 15<sup>th</sup> January but before 6<sup>th</sup> May):

Appeals forms must be received by 8<sup>th</sup> July and Appeals will be heard within 30 school days

For "in-year" applications received after 6<sup>th</sup> May, Appeals will be heard within 30 schools days of receipt of the appeal form.

Return Address for Cutcombe and Timberscombe School Appeals Form:

Appeals Panel

c/o Clerk to the Governors

Timberscombe School, Minehead Somerset TA24 7TY

**Appendix 1**

**School Admission Appeal Application Form**

1. Pupil Details:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Preferred School: \_\_\_\_\_

Date on which place required: \_\_\_\_\_

Pupil's current school: \_\_\_\_\_

Or if not on roll: Pupil's previous school: \_\_\_\_\_

Sibling Details:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

2. Applicant's Details:

Title: Mr/Mrs/Miss/Dr/Other *(please circle)*

Parent / Carer's Name: \_\_\_\_\_

Preferred Contact number: \_\_\_\_\_

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

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

\_\_\_\_\_

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

Does your child currently reside with you? Yes / No

Child's Address *(if different)*: \_\_\_\_\_

\_\_\_\_\_

**3. Parent/Carer Statement**

Please enter any information you feel is relevant to support your appeal for a school place. Should you require more space to write your statement, please continue on an additional sheet and enclose with this application.

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Are there any dates the appeal hearing should avoid?	
Are you intending to attend the appeal hearing? (we would encourage you to do so if you can)	
Please provide the name of anyone accompanying you to the hearing.	
Please state the role in which the above person is attending e.g. family member, friend , legal representative, Choice Adviser, Social Worker etc.	
Please help us to meet your needs by stating any requirements that you have for access into and around buildings, access to materials (e.g. print size) or access to spoken language (e.g. induction hearing loop, an interpreter).	

I agree to the original school place application form and any supporting evidence submitted for the child named above to be presented to the appeal panel.

Please ✓

Please note I wish to waive my right to 10 school days notice of my hearing date.

Please ✓

Choice Advice can offer impartial support and advice about admission appeals, please see the enclosed leaflet. For further information regarding this service please tick.

Please ✓

I hereby confirm that I am the parent/carers of this child and/or have the parent/carers permission to complete this application form.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **The following will be useful when completing your application**

### **Sibling details**

Please include details of all siblings and identify any current provision at an early years setting, school, or sixth form.

### **Parent/Carer**

The applicant must be a parent/carer of the child concerned, and have legal responsibility for the care and education of the child at the time of the appeal hearing, **or** a person who has been delegated responsibility to complete the application on behalf of a parent/carer.

### **Your home address**

This will be the address to which all correspondence relating to your appeal hearing will be sent.

### **The child's home address**

The home address that will be used for the preparation of technical information in connection with your appeal will be the address at which the child concerned lives, or subject to evidence will be living at the time the school place is expected to be required.

### **Changing address**

The Appeal panel will seek proof of an intended house move. Normally a solicitors letter proving 'exchange of contract' or a fixed term rental agreement for a period of six months or more will be satisfactory.

### **Bullying**

If the grounds for your appeal include issues regarding bullying at your child's current school, you should be aware that the Headteacher will be asked to comment. This information will then be made available to the Appeal Panel at the hearing.

### **Person(s) accompanying**

You are entitled to bring a friend or adviser along to the hearing, however this person must not be a member of the Local Admissions Authority or an employee of the school in question. This can be a locally elected politician, or an employee of the local education authority such as an educational social worker, SEN adviser or learning mentor  
You may also wish to consider using the Choice Advice Service.

### **Supporting information**

You should provide as much information as you consider appropriate to substantiate your reasons for wanting a place at a particular school. You should complete **part 3** as fully as possible and if you require additional