



Lynch Hill Enterprise Academy Admission Appeals:

A Guide for Parents or Carers

What is the Admission Authority?

Lynch Hill Enterprise Academy is part of the Local Authority's coordinated arrangements which requires all parents to complete a Common Application Form (CAF) provided by the Local Authority.

Copies of the form are available from the Admissions Teams at Slough Borough Council or online at: www.slough.gov.uk/admissions where full details of the application process are available.

In completing the Common Application Form, Lynch Hill Enterprise Academy must be listed as one of the preferences on the LA form. Inaccurate or false information on the form could result in the place being withdrawn.

Applications must be submitted by 31st October. We will operate in keeping with the local Fair Access Protocol.

How do I submit an appeal?

Those who are offered a place at Lynch Hill Enterprise Academy will be informed during the first week of March by the Local Authority. Parents who are not offered a place through this process have a right to appeal against the decision. Lynch Hill Enterprise Academy will use an independent appeals panel. Independent Appeals Panels are appointed in accordance with the Code of Practice for School Admissions Appeals and training is given to all who sit on these panels.

A copy of your appeal form will then be sent to the school who will prepare a statement detailing how the school's admission criteria have been applied and the reasons for not offering your child a place at Lynch Hill.

You can submit written material in support of your appeal up to the appeal date, although it would be helpful if you submit the material as early as possible.

You will receive ten school days' notice of the date and time of your appeal. You will be informed of the venue, as well the names of the Panel Members and the procedure to be followed at the appeal. You will also be sent a copy of the admission authority's statement before the hearing.

Who sits on an Appeal Panel?

Panels are made up of three members. At least one member must have experience of education provision (such as a parent of a child at school or an ex-teacher) and at least one must be a "lay" member, without any experience in education. None of the Panel will have any connection with the school or the allocation of places.

Who attends the appeal?

You have a right to attend the hearing and it is very helpful if you can attend to put your case. A friend or another family member may also attend to support you or help you put your case. Legal representation is seldom required and you should be aware that the Panel is unable to pay any of your costs.

If you decide not to attend the hearing and do not request an alternative time or date, your appeal will be heard in your absence based on the written material you have submitted.

A representative from the admission authority, attends to put the school's case and answer any relevant details as required by you or the Panel.

The Clerk to the Appeal Panel will be present throughout the hearing. The Clerk has no role in the decision making process but is an independent source of legal advice and takes a note of proceedings.

What will happen at my appeal?

Hearings should be as informal as possible but the normal procedure is as follows:

- i) The Chair will welcome you to the appeal, outline the procedure and introduce to you the other Panel Members, the school's representative and the Clerk.
- ii) The school's representative will begin by explaining why your child has not been offered a place at your preferred school. If you or the Panel wish to ask any questions on what has been said this is the time to do so.
- iii) The Chair will then ask you to put your case. You will be given 20 minutes for your appeal hearing which is simply a guideline on the amount of time required although you may take as much time as you need and it is important that you tell the Panel everything that is relevant to your case. Please be mindful that there are other appeals scheduled on the same day. The Panel and the admission authority's representative will then ask you questions on what you have said.
- iv) The Chair will give both parties the opportunity to sum up their case before being asked to leave the room
- v) The Panel will then discuss the appeal in private and come to a decision which will be recorded by the Clerk

Appeals are timetabled and every effort is made to keep to your appointed time. Please note that there is occasionally some delay if previous appeals have taken longer than expected.

How is the decision made?

To find a decision 'unreasonable', the panel would consider that, given all the information available to the admission authority at the time "no sensible person who had applied his mind to the question could have arrived at it'

Standard appeals

If the Panel finds that the admissions criteria were unlawful or were incorrectly applied, or they find that the admission of your child would not cause prejudice to the school then they will allow the appeal.

If two or more appeals being decided for the same school and the Panel find that admission would not cause prejudice, the Panel will decide how many could be admitted without prejudice to the school and allow appeals up to that number.

If the Panel does find that the admission of another child would cause prejudice, then the Panel will move on to the second stage. This is when they will balance the arguments between the

schools case for refusing and your case for admitting your child to the school. The panel will take into account your reasons for expressing a preference for the school, including what Lynch Hill Enterprise Academy can offer your child that other schools cannot.

If the panel considers that your case outweighs the prejudice to the school then they will allow the appeal. If it finds that the authority has a stronger case then it will refuse the appeal.

When will I find out the decision?

The Clerk will write to let you know of the Panel's decision. If appeals for the same school are heard over a number of days this may delay the decision. You will be told at the hearing when you should receive the decision.

The decision of the Appeal Panel is final and binding and there is no right of appeal against this decision. However, other bodies such as the Education Funding Agency can consider complaints if you believe that the Panel or the admission authority has not followed the correct procedures.

Right to appeal

In all cases, where a decision has been made to refuse a place at the school parents have the right of appeal. Appeals information is available from the school office and on the website. All appeals need to be made in writing to the Appeals Clerk and will be considered by an independent panel.

The statutory School Admission Appeals code can be found on the Department for Education website www.education.gov.uk

Independent advice and information on school admissions and appeals can be obtained by contacting the Advisory Centre for Education (ACE) on 0808 800 5793 or via www.ace-ed.org.uk

For information relating to schools or waiting lists please contact the school office.