



cases as the class size limit of 30 would be reached when the child moves into Year 1 and/or Year 2. This is known as 'future prejudice'.

## How will the appeals take place?

Meetings are held at County Hall, Worcester. **If you have a disability or a special need which would make it difficult for you to attend the hearing at County Hall, please let the Clerk know as soon as possible, and at least 3 working days before any scheduled hearing.**

The School Appeals Timetable sets out the timeframe for arranging Appeals:

[Appealing a school place offer | Worcestershire County Council](#)

## Appeals Process

After you have put the details of your appeal in writing to the Admissions Authority, they pass your details to the Clerk who will organise the independent Appeal Panel which will consider your appeal. The Clerk will send you full details of the procedure for your appeal before the day of the hearing. If you do not wish to attend your hearing, you can opt to have your appeal dealt with on the basis of the all the written information you have submitted. Please let the Clerk know as soon as possible if this is the case.

You will be given 10 school days' notice of the date and arrangements for the appeal hearing. However, in special circumstances and if all parties agree, the 10 school days' notice can be waived.

Before the hearing, you will be sent the Admission Authority's written Statement setting out their case for refusing your request for a particular school. This, together with any correspondence from you, will be sent to the Appeal Panel. It is important that any further information you want passed to the Appeal Panel is provided as soon as possible and at least by the deadline given to you by the Clerk. The Appeal Panel will decide if any late material, received after this, will be considered. You are responsible for making sure that any supporting evidence for your case is made available so it can be circulated to all parties. You cannot ask the Appeal Panel, Clerk or Admission Authority to contact anyone such as a doctor or social worker to confirm aspects of your case.

The Appeals Team will correspond with the parent(s) that has/have lodged the appeal on the email and/or postal address provided. All paperwork relating to the hearing will be sent to that parent(s) only. You must let the Appeals Team know if another party will also require copies of the paperwork relating to the appeal.

## Who Attends the Appeals?

The Appeal Panel is made up of three people who are totally independent of the County Council, the Admission Authority and the school/Academy you are appealing for and are generally not from your local area. Any decisions they make are binding on all parties. The Appeal Panel is required to act in





complied and had been correctly and impartially applied, the child would not have been offered a place;

and it finds that the decision to refuse admission was one which a reasonable admission authority could have made (see above Note on consideration of 'reasonableness').

## **Second Stage – Comparing cases**

The Panel **must** compare each appellant's case for their child to be admitted and decide which of them, if any, to uphold. Where the school could admit a certain number of children without breaching the infant class size limit (or without needing to take measures to avoid breaching it that would prejudice the provision of efficient education or the efficient use of resources) the Panel **must** uphold the appeals of at least that number of children. In this situation you will need to consider how you present your appeal as the Panel, in comparing each appellant's case for their child to be admitted, will be looking at each appellant's personal circumstances.

Please note that your appeal **will be dismissed unless you can substantiate one of the above grounds.**

## **Single Appeals – On the day of the appeal**

If yours is the only Appeal you will be met by the Appeal Clerk who will also introduce you to the Presenting Officer. You will then go into the meeting room with the Clerk and the Presenting Officer to meet the Appeal Panel. The Chairman of the Appeal Panel will give a brief introduction. The Clerk will already have sent you the Admission Authority's case - or Statement - and the person from the Admission Authority (the Presenting Officer) will be asked to explain it. After this you will be given a chance to ask questions about the Statement. Members of the Panel will also ask questions.

You will then be asked to say why your child should go to your preferred school. Please bear in mind the information contained in the "Decision Making" section above and that the Appeal Panel's powers are very limited and that they can **only** consider the points outlined above. When you have finished putting your case the members of the Appeal Panel will have a chance to ask you questions, and the Presenting Officer may also ask questions of you.

The Appeal concludes with the Presenting Officer summing up the Admission Authority's case and you will be asked to sum up yours. **If you feel you have anything left to say please say it at that point.** Once the hearing is over you and the Presenting Officer will be asked to leave the meeting so that the Appeal Panel can make a decision in private.

A single appeal usually lasts around 40 minutes.

## **Multiple Appeals – On the day of the appeal**





