



## Admissions Appeals – Guidance for Parents

If your son has been unsuccessful in receiving an offer of a place at The John Fisher School you have the right to appeal against that decision.

When you receive a letter informing you that the school is unable to offer a place to your son, reasons will be given for this decision. You should think carefully about whether to appeal against the school's decision, considering the admission policy; the reasons for the place not being granted; and your case for wanting your son to attend the school.

The school must offer places to applicants up to its Published Admission Number (PAN), and is not allowed to keep back any places for appeals. **Any appeals upheld will therefore take the number of students in a class over the Published Admission Number.**

If you wish to proceed to appeal, you will be informed where to send your written notice of appeal and the deadline by which it should be received. The Appeal Panel will be given copies of your appeal application, plus any letters or documents in support of your appeal. Please make every effort to send these together with your appeal application form by the deadline given, as the Panel may have insufficient time to consider any submissions received late or on the day of the hearing.

The Clerk will send you details of the date and time of the appeal hearing and give you options of the way your appeal will be heard, giving you at least ten school days' notice. Further details about the procedure for the appeal will be included. You may have someone to support you or be represented at the appeal if you wish, but your son should not attend the appeal hearing.

The three members of the Appeal Panel are independent and have no connection with the school. Others present at the hearing but who take no part in the decision-making are the independent Clerk who is appointed to organise the appeal, take notes and advise on procedure, and a member of the Governing Body's Admissions Committee who will present the case on behalf of the Governors.

The Panel will listen to the case for the Governing Body, then balance this against the case for your son, following a two-stage process. The members must first decide if the school's admission arrangements have been correctly applied, and must satisfy themselves that to admit another child would prejudice the provision of efficient education and the efficient use of resources. If they agree that the arrangements have been correctly applied, they carry out a balancing process to decide whether the parent's case is sufficient to outweigh the case of the Governors.

The decision, which is binding on both the School and appellant, will be sent in writing by the Appeals Clerk.

If you are concerned that the administration of the appeal process may have affected the outcome of your appeal, you have the right to contact the Local Government Ombudsman (advice line: 0300

061 0614; website [www.lgo.org.uk](http://www.lgo.org.uk)). The Ombudsman cannot overturn the decision, but may decide to investigate your case.

Further information about the School Admission Appeals process can be found in the School Admission Appeals Code (see <https://www.gov.uk/government/publications/school-admissions-appeals-code>)