



The Crypt School

Notes of Guidance for Parents on Appeals Panel Hearings

Before the appeal

Prepare some written notes to assist you in presenting your case, and be clear of the grounds upon which you want the appeal committee to consider your appeal. As a selective school The Crypt has an approved admissions policy based on selection, but you have a statutory right to raise any issue that you wish at the appeal.

Prepare any necessary documents you wish to refer to at the appeal and ensure that they have been sent in to the school in advance and by the deadline (published on the Appeals Registration form). Please put your child's name on all papers and insert page numbers into documents if possible.

All supporting evidence (please see note below) must be received by Mrs Janet Swift, Clerk to the Appeals Panel c/o The Crypt School BY Wednesday, 24th May at noon. This will allow adequate time for the paperwork to be circulated to the Appeal Panel members and for them to take all the details into consideration. Any documents delivered after the deadline may not be considered, although every effort will be made to take account of documents which have been unavoidably late).

We therefore kindly request the following :

- All documents should be single sided;
- Please do not staple appeals paperwork, or put separate pages in polypockets or folders, we suggest using a paperclip/bull-dog clip to keep your submission together;
- Photocopying will be in black and white. If you would like the Panel to have colour copies of any documents, it would be helpful if you could please provide six colour copies, (3 for panel, 1 for clerk, 1 for school and 1 for archive).

(Please note that copies of a child's practise papers, work completed at school or home, or awards and certificates, are not considered useful evidence in support of an appeal.)

If you wish, you may ask a friend to present your appeal for you. The school does however encourage parents appealing (or at least one of them) to attend as well. If either you, or anyone coming with you, require special facilities or an interpreter, please contact the school as soon as possible.

About a week before the appeal, you will receive a copy of the School's case for refusing admission. If you feel that you need any other information as a result of this information, please contact Mrs Sue Wales as soon as possible : swales@crypt.gloucs.sch.uk

Please be advised that, in order to be fair and remain impartial, we are unable to discuss details of individual cases. If you require any information or clarification regarding the Appeals process itself please contact swales@crypt.gloucs.sch.uk

Group Appeal

There will be a group appeal on **Wednesday, 10th May at 6.00 p.m.** at The Crypt School, to which all who have appealed for a place will be invited. At the group appeal the School will put forward their case and you

and the panel will have an opportunity to ask any questions. At the group appeal only the school's case will be considered, individual appeals will not be discussed.

The Appeal

The Appeal will be held in private and will be reasonably information.

The Appeal Panel, who will hear the appeal, will consist of three people, none of whom have any direct link with the school. At least one will have some experience in education.

The Panel will be assisted by an independent clerk, whose key tasks are to :

- Explain basic procedure;
- Ensure relevant facts are presented;
- Advise both the panel and parents on procedure;
- Records the proceedings;
- Notify parents of the decision.

The appeal would normally follow the following pattern:

- 1 Parents and Presenting Officer called in, Chair of Panel to introduce everyone and explain procedure and decision process;
- 2 Presenting Officer to explain the School's Case;
- 3 Parents to ask questions of Presenting Officer;
- 4 Panel to ask questions of Presenting Officer;
- 5 Parents to explain reasons for appeal;
- 6 Presenting Officer to ask questions of Parents;
- 7 Panel to ask questions of Parents;
- 8 Presenting Officer to sum up;
- 9 Parents to sum up;
- 10 Parents and Presenting Officer to leave.

After the appeal

At the conclusion of all appeals being heard, the Panel will assess the individual appeals and will, in the light of the approved admissions policy procedures, issue a decision in each case to the clerk.

The clerk will notify the outcome of each appeal to the parents in writing within 5 working days after the conclusion of the last appeal (unless there are mitigating circumstances).

The decision of the Panel is binding on the school and the parents. No further appeal for that year group is possible (by either party) within the approved policy and procedure, unless there are further extenuating circumstances which come to light following the appeal.

Please follow this link for further details of The Department for Education Admission Appeals Code:

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School Admissions Code 2014 - 19 Dec.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)

FREQUENTLY ASKED QUESTIONS

Why make an appeal?

You have a statutory right to make an appeal to an Independent Body against a place not being offered at The Crypt School. You are also entitled to appeal to more than one school.

What grounds should I use for my appeal?

Unfortunately, neither the school nor the Clerk to the Appeals Panel can advise you specifically with regard to this. It has to be your decision as to whether or not you consider you have grounds for an appeal. You will need to demonstrate to the appeals panel that your son is of the required academic standard for The Crypt School. Your son's primary school may provide you with evidence to support your case. You may have personal circumstances, medical reasons or other mitigating circumstances that you wish to include in your appeal. Evidence should be provided where possible, rather than just stating that this exists. Please note however that as all parents/carers will want to express that they consider The Crypt School will be a good school for their son this is not a strong case for an appeal.

Do I need good presenting skills to be successful at an appeal?

No – please be reassured that the panel is interested in your reasons for your choice of school for your son, not in your presenting skills. The panel will have read all of the paperwork you submitted prior to the deadline so it is not necessary to go through everything at the hearing – just bring out the salient points.

Please also note that there is not a dress code applicable for parents attending the appeal. Please be aware that mobile devices should be switched off during the hearing.

When should my appeal be lodged by?

Your appeal must be received by the school by **4.00 p.m. on Thursday, 27th April, 2017**

When do I need to submit evidence by?

Please complete in full the Appeals Form and return it by 4.00 p.m. on Thursday, 27th April. Accompanying evidence needs to be received by **noon on Wednesday, 24th May**. This will enable the clerk to copy and send papers to the panel prior to the appeal hearing. Papers received after this date or brought to the hearing may not necessarily be considered by the panel.

Please note that as the papers you submit are photocopied for each panel member it is not necessary to supply your papers in a bound file or plastic folders. It is however very helpful if page numbers can be included.

We therefore kindly request the following :

- *All documents should be single sided;*
- *Please do not staple appeals paperwork, or put separate pages in polypockets or folders, we suggest using a paperclip/bull-dog clip to keep your submission together;*
- *Photocopying will be in black and white. If you would like the Panel to have colour copies of any documents, it would be helpful if you could please provide six colour copies, (3 for panel, 1 for clerk, 1 for school and 1 for archive).*

(Please note that copies of a child's practise papers, work completed at school or home, or awards and certificates, are not considered useful evidence in support of an appeal.)

Should I attend the hearing?

Parents/Carers are strongly encouraged to attend the hearing – but please note that it can be heard in your absence. In these circumstances, the panel considers the appeal based on the written information submitted.

How formal is the hearing?

The hearing is a legal process but the panel will try to keep the hearing as informal as possible.

Is there a Code of Practice for the appeal?

Please refer to the DfE Admission Appeals Code :

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/275897/school_admission_appeals_code_1_february_2012.pdf

Who is present at the hearing?

Apart from the clerk and the panel members, the school's presenting officer will be present to explain why your son has not been successful in obtaining a place at the school. The school's representative(s) will arrive and leave with you and takes no part in the decision making of the panel.

Who are the Appeals Panel members?

The panel is normally comprised of 3 members. The members of the panel are completely independent from the school and are comprised of a person who has experience in education, who is acquainted with educational conditions in the Local Authority area, or who is a parent of registered pupils at school and at least one lay member. One of the panel members will act as the Chair of the Panel.

What is the role of the Clerk to the Appeals Panel?

The clerk is also completely independent from the school. The clerk will make the arrangements with the panel members and will ensure the panel receives all the papers you have sent well in advance of the hearing and will liaise with you concerning the hearing itself. The clerk will also communicate with you the decision of the panel following the appeal.

What if I have special needs or require an interpreter?

Please advise the clerk beforehand and the necessary arrangements can be discussed.

Who makes the decision as to whether or not the appeal is successful?

The panel makes the decision in private after all appeals for the school have been heard. The clerk is present to note the panel's decision but does not play a part in making the decision. Please remember when you are making your case at the appeal hearing that it should be addressed to the panel and not to the school's representative, who is present only to explain the school's position and plays no part in the panel's decision.

Can I bring a friend to the appeal?

Yes – you may bring a friend in support or an advisor to speak for you. Please advise the clerk beforehand if you plan to bring an advisor to the appeal hearing.

Should I bring my son to the appeal?

You may bring your son to the appeal, but this may be rather overwhelming for him as the conversation at the appeal hearing will be about him. Please advise the clerk beforehand if you plan to bring your son to the appeal hearing.

What procedure does the appeal follow?

The appeal hearing will generally follow the following procedure:

- 1 Parents and Presenting Officer called in, Chair of Panel to introduce everyone and explain procedure and decision process.
- 2 Presenting Officer to explain the School's Case.
- 3 Parents to ask questions of Presenting Officer.
- 4 Panel to ask questions of Presenting Officer.
- 5 Parents to explain reasons for appeal.
- 6 Presenting Officer to ask questions of Parents.
- 7 Panel to ask questions of Parents.
- 8 Presenting Officer to sum up.
- 9 Parents to sum up.
- 10 Parents and Presenting Officer to leave.

When will I hear the result of the appeal?

The clerk will advise you when the decision will be conveyed to you – this is usually within 5 working days of the final appeal being heard. The decision made by the panel is final and is binding upon the school.

Is the decision of the panel final?

The decision of the panel cannot be overturned. However, if you consider that there has been maladministration in the running of the appeal process you may contact the Education Funding Agency (EFA).

Appellants do not have a right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

February 2017