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| **Independent Appeals Service** | S:\ST\ST\Comm\CXPRLXG\office\documents\Brand Refresh\New Logos\Haringey Logos 2\Haringey Logo\Screen\JPG\BS1995_Haringey_TapeType_RED_RGB.jpg |

Dear Parent /Carer

**Appeals for Reception Admissions 2019**

**(Key Stage 1 Class Size Legislation)**

Enclosed is an appeal form and important information about the admission appeals process. Please read this carefully.

Please complete the enclosed appeal form and return it along with any supporting documentation to The Independent Appeals Service at the above address as soon as possible.

If you cannot include all your supporting documentation by **24 May 2019** please submit what you have and forward any other documentation as soon as possible.

If your appeal is received after **24 May 2019** there may be a delay before the hearing takes place although we will try to accommodate you wherever possible.

If you have any questions about this letter please contact us using the contact details below.

**Independent Appeals Service**

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| **Independent Appeals Service** |
| 7th Floor River Park House  225 High Road  London N22 8HQ |
| **T** 020 8489 1000 |
|  |
| **www.haringey.gov.uk** |

**School Admission Appeals (Key Stage 1 Class Size Legislation)**

You can only make one appeal for each school listed on your form. If you did not get a place at more than one school you listed on your application, you can make a separate appeal for each school.

**Please note:**

**By law children cannot be taught in classes of more than 30 in Key Stage 1** **(Reception, Year 1 and Year 2).** Where a child has been refused admission to a school because the class has reached its limit of 30, an appeal panel can **only** offer a place to a child where:

1. It finds that the admission of additional children would not breach the infant class size limit; or
2. It finds that the admissions arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
3. It decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

**These are the only circumstances for which an appeal can be upheld (successful).**

Please remember that if you would like to appeal for a voluntary aided school or a free school you have to contact the school direct as they are responsible for organising independent appeals for places at their school. **Do not** complete the enclosed form.

**You are advised that very few appeals are successful,** and those that do succeed are normally where there are very significant circumstances. The distance to the school (either the one appealed for or the alternative offered) and childcare arrangements do not generally outweigh the admission authority’s case. **Details of previous years’ appeals can be found in the 2019 information booklet.**

Having received your appeal for a Reception place you will be contacted by the Appeals Administrator at least 10 school days before the appeal hearing to confirm the date.

You should submit additional evidence or documentation that might be relevant to your appeal, like a medical note from a doctor to support an application on the basis of social or medical need, with your appeal form or, if this isn’t possible, as soon as possible and at least seven days before the hearing. This is so that all the other participants have time to read your information.

Where possible, appeals for late applications (where the appeal was submitted before the appeal deadline) will be included with those being heard for the same admissions round. However, if this is not feasible, appeals for late applications must be heard within 30 school days of the appeal being lodged.

Appeals are heard by panels that are independent of the school and the Children and Young People’s Service. Each panel usually consists of three people, although there could be five. The panel must include at least one lay person, that is, someone who has no experience in the management or provision of education in a school, other than as a governor. At least one person on the panel will have experience in education in the area or is the parent of a registered pupil at a school. The parent could be a governor at another school.

Before the hearing, you will be sent copies of all the appeal papers which will be presented to the appeal panel, including statements by the relevant admission authority as to why it was not possible to offer your child a place at the school.

You are strongly advised to attend the appeal hearing so that you can put forward your case, ask questions, and also answer any questions if, for example, the panel need clarification on what you have stated. You can take a friend or relative with you if you wish, but it is not usually appropriate to take a legal representative as appeal hearings are informal. If you are unable to attend the appeal hearing, the panel may decide to consider your case on the written evidence alone.

In addition to the panel, yourself and a friend/relative, there will also be a representative from the admission authority for the school concerned who will be able to explain the admission procedure, and who can also ask you questions.

In coming to a decision, the appeal panel can only consider the points listed on the previous page.

At the end of the hearing, the clerk will tell you when you can expect to receive the panel’s written decision, which is binding on all parties.

Although there is no further right of appeal, if you feel that the procedures have not been followed properly or there have been irregularities in the way your appeal has been handled or arranged (maladministration), it is open to you to complain. You may complain in writing to the Local Government Ombudsmen ([www.lgo.org.uk](http://www.lgo.org.uk)) in respect of maintained schools or to the Educating Funding Agency (EFA) in respect of Academies. Further details of the complaints process can be found online here: [www.gov.uk/schools-admissions/appealing-a-schools-decision](http://www.gov.uk/schools-admissions/appealing-a-schools-decision)

You can complain within 12 months of your appeal to the Ombudsman, or within 6 months to the EFA unless there is a good reason for the complaint being delayed. They can only investigate complaints based on maladministration of the panel, and they can’t overturn the panel’s decision, but where they find that something went wrong which could have affected the panel’s decision, they can ask that we hold a fresh appeal.

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| **Reception 2019**  **Admissions Appeal** | S:\ST\ST\Comm\CXPRLXG\office\documents\Brand Refresh\New Logos\Haringey Logos 2\Haringey Logo\Screen\JPG\BS1995_Haringey_TapeType_RED_RGB.jpg |

**Appeal against the decision to refuse admission to a**

**Haringey community or voluntary controlled school**

(Infant Class Size Appeal)

**Name of the school you are appealing for: ……………………………………**

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|  |  |
| --- | --- |
| **Child’s details (in BLOCK CAPITALS please)** | |
| First name: | Last name: |
| Date of birth: | |
| Address:  Post code: | |
|  | |
| **Parent/Carer’s details** | |
| Mr / Mrs / Ms / Miss / Dr / Other (please indicate) | |
| First name: | Last name: |
| Relationship to child: | |
| Telephone number(s) Home: Work/Mobile: | |
|  | |
| **Further details** | |
| Do you need an interpreter? Yes / No | |
| If Yes, please state which language: | |
|  | |
| **Confirmation** | |
| I confirm that the information given on this appeal form is true and accurate to the best of my knowledge.  Signed………………………………………………(parent/carer) Date…………………….. | |

**Please give reasons for your appeal on the back of this sheet.**

**Please give reasons for your appeal here and attach additional sheets if necessary.**

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