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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 Secondary Transfer September 2019**

As requested, I enclose 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 **2 April 2019** please submit what you have and forward any other documentation as soon as possible.

If your appeal is received after **2 April 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**

|  |
| --- |
| **Independent Appeals Service** |
| 4th Floor, Alexandra House |
| 10 Station Road, Wood Green |
| London N22 7TR |
| **T** 020 8489 1000 |
|  |
| **www.haringey.gov.uk** |

**School Admission Appeals**

In order to help you decide whether to appeal, you should think about the school's admission arrangements, your reasons for wanting your child to attend the school, your child's view of which school he or she should attend and how strong a case you have.

**You are advised that very few appeals are successful, and those that do succeed are normally where there are very exceptional circumstances. The distance to the school (either to the one appealed for or the allocated school) and childcare arrangements do not generally outweigh the admission authority’s case. The tables overleaf provide information about the appeals from previous years.**

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 as many as 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 or is the parent of a registered pupil at a school.

The Independent Appeals Service will acknowledge your appeal form. You will then be advised of the date, time and place for the appeal hearing. Approximately a week 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 your case forward, ask questions, and also answer any questions if, for example, the panel need clarification on aspects of your statement. 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.

If you want the panel to consider any additional information, you should make sure the relevant papers are sent in good time (at least seven days before the hearing) so that the panel has the opportunity to consider them properly. If you have any concerns about this, you should contact the clerk to the appeal panel. The clerk’s details will be on the letter notifying you of the date of the appeal hearing.

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 must first consider whether the school's published admissions arrangements have been correctly applied. If they have, the panel then consider whether the admission of another child would prejudice the provision of efficient education or use of resources at the school.

Even if the appeal panel decide that the admission arrangements were properly applied and that to admit any more children would lead to overcrowding or put a strain on the school's resources, they will still consider your case. If they decide that your reasons outweigh the case put by the admission authority, they will uphold the appeal, and your child will be offered a place.

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.

The following tables give information about appeals for Haringey community schools over the past three years.

## Appeals for transfer to secondary school in September 2016

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **Appeals lodged** | **Appeals heard** | **Appeals upheld** |
| **Alexandra Park** | 21 | 18 | 1 |
| **Gladesmore** | 21 | 15 | 0 |
| **Heartlands High** | 9 | 5 | 0 |
| **Highgate Wood** | 5 | 1 | 0 |
| **Duke’s Aldridge Academy** | 4 | 0 | 0 |
| **Totals** | **60** | **39** | **1** |

## Appeals for transfer to secondary school in September 2017

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **Appeals lodged** | **Appeals heard** | **Appeals upheld** |
| **Alexandra Park** | 50 | 39 | 3 |
| **Gladesmore** | 16 | 14 | 0 |
| **Heartlands High** | 23 | 21 | 3 |
| **Highgate Wood** | 12 | 4 | 0 |
| **Totals** | **101** | **78** | **6** |

## Appeals for transfer to secondary school in September 2018

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **Appeals lodged** | **Appeals heard** | **Appeals upheld** |
| **Alexandra Park** | 37 | 33 | 2 |
| **Gladesmore** | 12 | 12 | 0 |
| **Heartlands High** | 14 | 9 | 2 |
| **9H2ighgate Wood** | 10 | 7 | 0 |
| **Totals** | **73** | **61** | **4** |

|  |  |
| --- | --- |
| **Secondary Transfer 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**

**Alexandra Park Secondary School, Heartlands High School,**

**or a Haringey community school**

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

­­­­­­­­­­­­­­­­­­­

|  |  |
| --- | --- |
| **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.**

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………