



Admission Appeals Procedure 2025

Samuel King's School

A parent whose child has not been offered a place at Samuel King's School has the right of appeal to an appeals panel (appointed by the Governing Body under the provision of the School Standards and Framework Act 1988).

The appeals panel must act in accordance with the mandatory provisions of the School Admission Appeals Code issued by the Secretary of State for Education.

Parents/Guardians wishing to exercise their right of appeal should write to the Clerk to the Governors (c/o the school) to request an appeal form. The appeal form is also available on website under the admissions section. Appellants should return the completed form and a letter setting out the grounds of their appeal. To help decide whether the admissions authority applied the admissions criteria correctly in the case of their child, appellants should check the school's admissions policy.

Appellants are invited to provide any documents, information or evidence they wish in support of their case by the date set out at the end of this document. Additional information may be submitted any time up to the hearing, with the proviso that late submission of highly relevant material could necessitate adjournment and delay the decision-making process.

The school has a statutory duty to comply with reasonable requests from parents for information which they need to help them prepare their case for appeal. Appellants are invited to contact the Headteacher in writing for further information if needed.

Notice

Having received the appeal form, the Clerk to the panel will give notice in writing of the date, time and place of the hearing to the appellant, the admissions authority and the appeals panel members. For the main secondary admissions round the dates are set out at the end of this document. For in-year admissions the appeal will be heard within thirty school days of the appeal being lodged. At the same time appellants will be informed of the names of the panel members so that any potential conflict of interest can be avoided.

Appeal Hearings

The appeal panel will have three members, appointed by, but independent of, the school's Governing Body. By law, at least one must have had professional experience of education (but not in any school involved), and at least one must be 'lay', ie. must have had no direct involvement in education.

Appellants usually prefer to present the grounds of their appeal personally, and to take the opportunity of questioning the school's representative, but appellants are not obliged to attend the hearing.

Appellants may be accompanied by a friend or can be represented. If there are multiple appeals for Year 7 the appeal panel present to all parents if the reason for refusal are the same. If the hearings go to Stage 2 then this will be in private with the appellant and the panel only.

The Proceedings

The Chair of the appeals panel will introduce those present, explain their connection with the appeal, and outline the procedure. (Members of the panel will have copies of all relevant documents, including the grounds for the appeal sent by the appellants to the Clerk). The hearing then proceeds as follows:

- The case for the school – set out by a representative of the school.
- Questioning of the school by the appellants and by panel members.

All parties withdraw for the panel to consider whether:

- the admission arrangements have been correctly applied
- prejudice would arise if the student were admitted.

- The case for the appellants – set out by the appellants.
- Questioning of the appellants by the school and panel members.
- Summing-up by the school.
- Summing-up by the appellants.

Parties withdraw for panel to consider. The panel's decision will be notified to the appellants in writing within five working days.

Panel members may ask questions at any time if they need clarification or information in order to reach a decision.

Decisions

Decisions are made by the appeals panel after all the hearings have taken place. The appellants will be informed in writing; the Headteacher and the Governing Body will be informed at the same time. The decisions of the appeals panel are binding on all concerned.

Timeline for appeals for admission to schools within Samuel King's School

Parents and carers should notify the school of their intention to appeal, and request a Notice of Appeal form. The completed Notice of Appeal form should be submitted to the Clerk to the Governors,

Samuel King's School

Church Road

Alston

Cumbria

CA9 3QU

- Appeals should be lodged within 20 school days of notification that a child has not been allocated a place at the school.
- Within 5 school days (from notification of appeal): Deadline for the school to provide the Clerk with a statement giving reasons for the decision to refuse admission.
- Appeal Hearings should take place within 15 school days from the receipt of the appeal notification. Appellants should have at least 10 school days notice of the appeal hearing.
- Appellants to receive notification of the Panel's decision within 5 school days of the appeal hearing.

Please address all correspondence to: The Clerk to the Governors. **Samuel King's School** - Church Road, Alston, Cumbria, CA9 3QU