Lambeth

Independent

Education

Appeals

Service

Dear Parent/Carer,

# Education Admission Appeals – for School Children Beginning Academic Years 3 – 11 in September 2023

Thank you for your enquiry regarding primary/secondary school admission appeals.

Responsibility for making arrangements for appeals against the refusal of a school place rests with the admission authority of the school in question. Therefore, admission authorities have made arrangements for appeal hearings to be held remotely by video conference using Microsoft Teams (instructions attached). **Appeal hearings held entirely by telephone are permitted only where video conferencing cannot be used for reasons relating to connectivity or accessibility issues. Appeal hearings will only take place in person if you can demonstrate extenuating circumstances why your appeal cannot take place remotely**. Further details will be sent you separately.

Please find enclosed an appeal form and separate guidance note. It is strongly recommended that you read the guidance note before submitting an appeal form. **We strongly encourage you to submit the appeal form by email, to** [**democracy@lambeth.gov.uk**](mailto:democracy@lambeth.gov.uk)**.** However, if this is not possible, the form can be returned to the address below

Clerk to the Independent Appeals Panel (Democratic Services)

London Borough of Lambeth

PO Box 734

Winchester

SO23 5DG

The deadline for submitting your appeal form is **WEDNESDAY** **29 MARCH 2023** (or 20 school days after notification for late applications)**.**

You can appeal for one school per form. If you wish to appeal for more than one school, please fill out a separate copy of the form for each individual school.

**Please note that the Lambeth Independent Education Appeals Service only accepts appeals for Lambeth community schools, voluntary-controlled schools, Oasis Academy Johanna, Immanuel and St. Andrew’s CE Primary Schools. For secondary schools Lilian Baylis Technology School, Oasis Academy South Bank, The Norwood School or Woodmansterne School.**  If you wish to appeal against a decision not to admit your child to any other school (including academies, voluntary-aided schools, and foundation schools) you will need to contact the individual school(s) directly to obtain information about how to appeal. A full list of the schools we accept appeals for is included in the enclosed guidance note.

You should submit any additional evidence or documentation with your appeal form that you think might be relevant to, or supportive of, your case. This may include, for example, a medical practitioner’s report to support an argument based on medical or social need. If you cannot submit supporting evidence with your form, please do so as soon as possible and at least seven days before the hearing. This will provide panel members with sufficient time to read and digest the information in advance of the appeal.

**Please note that representatives or letters from the school to support your appeal for a place at the school are not allowed.** Such support could create conflicts of interest and unfairness to other appellants.

Once we receive your completed form, we will send you an acknowledgement of receipt by email. You will then be informed of the time and date of the appeal at least 10 school days before the hearing (unless you have chosen to waive this right when completing the form).

All appeals received by **Wednesday** **29 March 2023** will be heard before the end of the 2023 academic year. We will endeavour to organise any late appeals within the same round but cannot guarantee these will be heard before September 2023.

Before the hearing, you will be sent copies of all the appeal packs which will also be presented to the Independent Appeal Panel. These will include a copy of your appeal form and supporting evidence along with a statement from the admission authority explaining why it was not possible to offer your child a place at the school.

If you have any queries regarding the admission appeals process, please do not hesitate to contact me on the below details. For any other queries regarding secondary school admissions, please telephone a member of the Admissions Team on 020 7926 9503.

Yours sincerely,

Signature

Jacqueline Pennycook

Clerk to the Independent Education Appeals Panel

Direct Line: 020 7926 2170

E-Mail: [democracy@lambeth.gov.uk](mailto:democracy@lambeth.gov.uk)

Website: [www.lambeth.gov.uk](http://www.lambeth.gov.uk)

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# This form should only be used if you want to appeal for a place in Years 3 – 11 in a Lambeth Community Primary or Secondary School

**We will acknowledge that we have received your form within five working days. If you do not receive an acknowledgement, please telephone 020 7926 2170 or email** [**democracy@lambeth.gov.uk**](mailto:democracy@lambeth.gov.uk) **to check we have received your form.**

**Please read the following points and the accompanying guidance note before completing this form:**

1. For primary schools you must be appealing against the decision not to offer your child a place at **a Lambeth community school, Immanuel & St. Andrew CE Primary School, or Oasis Academy Johanna** (please refer to the guidance for complete list). For any other school (including foundations, voluntary-aided schools and academies) please contact those school(s) directly for information on how to appeal.
2. For secondary Schools you must be appealing against the decision not to offer your child a place at: **Lilian Baylis Technology School, Oasis Academy South Bank, The Norwood School** or **Woodmansterne School**. For any other secondary school please contact the school(s) directly for information on how to appeal.
3. You must have received **written notification** from Lambeth School Admissions Team that your child has not been offered a place at one of the primary schools outlined in the Guidance or secondary schools listed above for which you have applied.
4. If you are appealing for more than one school, please complete a separate appeal form for each school.
5. Admission appeals are held during the daytime on weekdays in term time.
6. If your child is offered a place after you have submitted this form, please let us know.
7. Appeals will be heard in line with the School Admissions Appeals Code that came into force on 1 October 2022.
8. Please complete this form on paper and then either: scan and email; or post the form to the contact details given at the bottom of the form.

# Section 1 - Personal Information

**PLEASE PRINT IN BLOCK CAPITALS, BLACK INK AND COMPLETE ALL SECTIONS**

|  |  |
| --- | --- |
| **Child’s Full Name:** |  |
| **Child’s Date of Birth:** |  |
| **Home Address including post code:** |  |
| **Name of Parent/Carer:** |  |
| **Telephone and/or Mobile Number:** |  |
| **Email Address:** |  |

|  |  |
| --- | --- |
| **Does your child have a disability or any specific medical/social needs?** | YES NO |
| **If yes, please give details and attach any relevant documentation:** |  |
| **Please add any other information you think is relevant:** |  |

# Section 2 - Appeal Information

**PLEASE PRINT IN BLOCK CAPITALS, BLACK INK AND COMPLETE ALL SECTIONS**

|  |  |
| --- | --- |
| **Which school are you appealing for?** |  |
| **Did your child sit an exam/test for this school?** | YES NO |
| **If *YES* to the above, where did they sit the test?** |  |
| **Which academic year? (3 to 11)** |  |
| **When are you appealing for your child to start? September (start of academic year)** | YES NO |
| **When are you appealing for your child to start? An in-year (mid-term) transfer** | YES NO |
| **Have you received written notification of the rejection of your application:** | YES NO |
| **What was the date that you were informed in writing via the online admission portal of the decision to refuse your child a place?** |  |
| **Have you appealed in respect of this child before?** | YES NO |
| **If YES, please state when and for which School(s):** |  |
| **Please list all schools in the order you applied for:** | **1.**  **2.**  **3.**  **4.**  **5.**  **6.** |
| 1. **Will you be attending the appeal hearing in person/virtually?** | YES NO |
| 1. **Do you wish someone to represent you at the hearing?** | YES NO |
| 1. **Do you wish to call a witness to attend the appeal hearing?** | YES NO |
| 1. **Are there any dates you are unable to attend the appeal hearing?** | YES NO |
| **If you answered YES to (B) and/or (C), please give the name and occupation of your representative and/or witness:** |  |
| **If you answer YES to (D), please indicate the dates:** |  |
| **If you have any other needs and/ or require specific arrangements to be made to enable you to attend an appeal hearing, please provide details:** |  |

# Section 3 – Reasons for your appeal

Your request for a place has been refused because the school has been filled with children who qualify under a higher criterion of the admissions policy and to admit more children would cause prejudice to the provision of efficient education or efficient use of resources in the school. Please note – no places are ‘reserved’ for children who are successful at appeal, therefore, the independent appeals panel are looking for exceptional reasons why your child should be given a place at the school. You should give as much detail about your reasons why the school allocated is not acceptable and also reasons for wanting a place at your preferred school. Please set out your grounds for your appeal. Your reasons should explain which of the grounds below apply. Continue on a separate piece of paper if necessary. Send us any evidence you feel might be relevant.

**PLEASE PRINT CLEARLY IN CAPITALS, BLACK INK AND COMPLETE ALL SECTIONS**

**Key questions and your comments for the appeal panel to consider**:

|  |
| --- |
| Do you consider that the admission arrangements (including the area’s co-ordinated admissions arrangements) **do not comply** with the mandatory arrangements of the School Admissions Code 2021 and Part 3 of the School Standards and Framework Act 1998? |
|  |
| Do you consider that the admission arrangements were **not correctly and/or impartially applied** in your child’s case please let us know how and submit any evidence you may have (please use additional paper if required)? |
|  |
| Do you consider that the admission of additional child **does not** prejudice the efficient education or use of resources in your child’s case please let us know how and submit any evidence you may have (please use additional paper if required)? |
|  |
| Do you consider that your child’s case for admission to the school **outweighs any prejudice** caused to the school please let us know how and submit any evidence you may have (please use additional paper if required)? |
|  |

# Appeal Information continued

In addition to the information you have given on this form, please provide us with your reasons for your appeal below, please provide any evidence to support your case.

|  |
| --- |
| **Other grounds:** |
|  |

(*Please continue on a separate sheet if you wish*)

# To be completed by the Parent/Carer

**PLEASE PRINT IN BLOCK CAPITALS, BLACK INK AND COMPLETE ALL SECTIONS**

In relation to the hearing dates listed in the Admissions Appeals Guidance, the Clerk to the Independent Appeal Panel is required to give you at least 10 school days’ notice of the hearing date unless you are happy to waive this notice period. (This may result in the case papers being sent to you a few days before the hearing instead of the usual timescale). If you are in agreement that the notice period may be waived then please complete below (if you do not complete this section then you will be given the full 10 school days’ notice of hearing).

**I confirm that I am willing to accept less than 10 school days’ notice of hearing**:

|  |  |
| --- | --- |
| **Name of Parent / Carer:** |  |
| **Signed:** |  |
| **Date:** |  |

**If any of the details or arrangements on this form changes, please notify us as soon as possible.**

**Please sign below and return your completed form to the address at the bottom of this page:**

|  |  |
| --- | --- |
| **Relationship to appellant** | Parent / Carer |
| **Name of Parent / Carer:** |  |
| **Signed:** |  |
| **Date:** |  |

**It is strongly recommended that you submit your form by email to us at:**

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