

Headteacher: Ms Angela Wallace BA Hons, PGCE, MA

2024 - 2025 Intake
Email: mail@woodsidehighschool.co.uk

Dear Parent /Career

Appeals for Secondary Transfer September 2024

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

If you cannot include all your supporting documentation by **30th April 2024**, please submit what you have and forward any other documentation as soon as possible.

If your appeal is received after **30th April 2024** there may be a delay before the hearing takes place although we will try to accommodate you wherever possible.

If you have any queries or difficulties, please ring Mrs. L Goulas on 020 8829 2549 or email Loulla.goulas@woodsidehighschool.co.uk

Yours sincerely

Appeal Administrator
The Independent Appeals Service
The Children and Young People's Service

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.

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 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, it is open to you to complain (in writing) to the Local Government Ombudsman, 10th Floor, Millbank Tower, Millbank, London SW1P 4QP.