

Independent Education Appeals Service for Manchester

Manchester Admissions Authority
 Specific Academies and Free Schools
 Diocese of Salford Schools Commission
 Diocese of Manchester Schools

Office Use Only

Date received

Appeal Number _____

School Admission Appeal Form

If you need further advice please contact the Independent Appeals Service on **0161 234 3038** or email **school.appeals@manchester.gov.uk**

This form has to be photocopied – Please use black ink

1. The Child's Details			
Surname (Family name)		Forename (Given name)	
Date of Birth (D / M / Y)		Male / Female	Male <input type="checkbox"/> Female <input type="checkbox"/>
Has the child a statement of Special Educational Needs?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Present or Previous School attended by the child			
School or Schools Requested in this Appeal (where admission has been refused – see Note 1)			
Only complete this section if your appeal is for a Catholic School			
Has the child been baptised as a Catholic? (see note 3)			Yes <input type="checkbox"/> No <input type="checkbox"/>
Date and parish of the baptism?		What parish do you live in now?	
2. The Family / Carer Details			
Surname (Family name)		Forename (Given name)	
Title (Ms/Mrs/Mr/Other?)		Relation to Child	
Current Home Address		Contact Information	
Postcode:		Daytime Phone No.	
		Mobile Phone No.	
		Email Address	
Do you want to attend and take part in the Appeal Hearing..? (see note 5)			Yes <input type="checkbox"/> No <input type="checkbox"/>
..and if yes - will you need an interpreter or other special arrangements?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Language Spoken / Special Arrangement			
3. Brothers or sisters of the child who live at the same address			
Surname	Forename	Date of Birth (D/M/Y)	Current School (if any)

CONFIDENTIAL WHEN COMPLETE

4. Your reasons for the appeal

Please include the **Medical, Social, Change of Address** or **Educational** reasons why you want your child admitted to the requested school.

This appeal is against the decision to refuse your application for a place at the school(s). In order for your appeal to go ahead **you must have been notified of that refusal in writing**. It is helpful if you can include with this form a copy of the letter or email notifying you that admission has been refused.

You can continue this on a separate sheet...

Is the appeal for admission to a Reception, Year 1 or Year 2 infant class?
If **yes** your reasons above should explain which of these three grounds apply.

Yes No

The law restricts the grounds on which Appeal Panels may allow appeals for Reception, Year 1 and Year 2 where the class size limit is 30. The only three grounds for allowing your appeal are:

- (1) that the admission authority has made a mistake and, if that mistake had not been made, your child would have been offered a place;
- (2) that your child would have been offered a place if the admission arrangements had not been contrary to the mandatory provisions in the School Admissions Code; and / or
- (3) that the admissions authority has acted unreasonably in not offering your child a place. In this situation “unreasonable” means that the process followed in your child’s case was irrational or perverse given the information that you provided with your application.

Your Signature

Date of signature

Please send to: **School Appeals, PO Box 532, Town Hall, Albert Square, Manchester M60 2LA**

Notes to help you complete this form

You must complete this form in English. Someone can help you with it or complete it for you but you must sign it. In signing the form you are certifying that the information you have provided is true and accurate to the best of your knowledge. Your appeal will be acknowledged within a week.

1. The Requested School

The appeal must be about a decision to refuse admission to a school. You must have a letter from the admission authority (the Council or the School) refusing a place. You cannot appeal unless you have first applied for a place at the school and been **refused in writing**.

Normally, you are only allowed to have one appeal for a child to be admitted to a particular school in each school year. Further appeals for the child to be admitted to that class will not be accepted.

2. Additional Documents

You can accompany this form with other papers that you think help your appeal. If you send originals of any documents please make it clear that you want them to be copied and returned. If you feel you have medical reasons which you wish the Panel to take into account, it is your responsibility to obtain any supporting documents from either your doctor or the hospital (if treatment is being given there).

3. Catholic Schools

The Catholic Schools decide their own admissions and have their own admissions policies. They normally give preference to children who are baptised Catholics and who live in a parish close to the school. The information provided is important if you are appealing for a place in a Catholic school.

4. The Hearing

A panel (normally three people) will consider your appeal at a hearing. A panel will usually hear 15 to 20 appeals in a day. If you want to attend you will be told the date, time and venue for your appeal. If you do not want to attend you will be told the date of the hearing but not the time or the venue.

5. Attending the Hearing

It is not always possible to arrange a convenient date and time that is suitable for you. If you want to attend but are unable to make the day arranged for your hearing then you can ask for the appeal to be deferred to a later date, but you cannot normally request a particular date or time.

The hearing will be conducted in English. If you need an interpreter to help you please state what language you speak. If you have any other special requirements (eg visually or hearing impaired) please include the details. The venue for the appeal will be accessible.

It is better if you attend the hearing so that you have the opportunity to explain to the panel why you want your child admitted to the requested school. If you do not want to or are not able to attend the Appeal Hearing then the panel will consider your appeal based on the information you provide on this form and any other accompanying information. They will reach a decision in your absence.

6. Data Protection

The information you provide for this appeal will be held and processed in confidence by the Independent Appeal Service that is part of Manchester City Council. Manchester City Council is the data controller for personal information collected in respect of school admission appeals.

The information you provide will be shared with the Admissions Authority (normally the Children's Services Department of the City Council), the school you have requested, and with the persons who are to make up the panel that will hear your appeal. They are all also required to keep your details securely, and use them to allow the appeal to be decided and the admission to be processed. We might also have to share the information with the Local Government Ombudsman or the Education Funding Agency if you subsequently make a complaint to the Ombudsman or the Agency about this appeal. We will retain the information after the appeal has been decided for as long as required to by the law and in accordance with the guidance issued by Government.