

Admission Appeals *(this information must be read in conjunction with the relevant Admission Policy)*

Arrangements for Admission Appeals for entry to Year 7 at age 11 in September 2017

The parents/carers of children who are unsuccessful in gaining a place at King Charles I School may appeal to an Independent Appeals Panel. The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998 and the School Admission Appeals Code effective from 1 February 2012.

If you wish to appeal you should write, setting out your grounds for appeal, to the clerk to the governing body of King Charles I School within 20 school days of receipt of notification that your application was unsuccessful. You will receive at least 10 school days' notice of the date of the appeal hearing but in exceptional circumstances you have the right to waive this notice. You will usually be told of the outcome of the appeal within five school days of the hearing.

Any additional evidence which you wish to submit after lodging an appeal must be in writing and must be received by the school at least five school days before the hearing to allow for efficient administration of the appeal hearing. If you submit information or evidence after this deadline it might not be considered at the appeal, or the appeal hearing might need to be postponed.

For on-time applications for Year 7 entry, appeals will be heard within 40 school days of the deadline for lodging appeals.

For late applications, appeals will be heard within 40 school days of the deadline for lodging appeals where possible or within 30 school days of the appeal being lodged.

For in-year transfer applications, appeals will be heard within 30 school days of the deadline for lodging appeals.

Appeals lodged after the deadline for lodging appeals will be heard as soon as is reasonably practical. Parents/carers are invited to attend the hearing of their appeal and make their case to the panel, although if this invitation is declined the appeal may be heard on the basis of written evidence only. You may be represented by or accompanied by a friend. You must inform the school in advance if you wish to call any witnesses or be represented at the hearing.

Only one appeal is permitted in respect of the same academic year unless, in exceptional circumstances, a second application has been accepted because of significant and material changes in circumstances (eg a change which puts the applicant in a higher oversubscription category). The statutory right to appeal does not apply if a place has been offered at the school in the usual year group for the child's age, but this is not the year group preferred.

Appeals Timetable

National Offer Day for Year 7 transfer	1 March 2017
Deadline for Year 7 appeals to be lodged by (20 school days)	29 March 2017
Appeals for on-time Year 7 applications heard by (40 school days after deadline)	16 June 2017

Arrangements for Admission Appeals for entry to Year 12 in September 2017

The parents/carers of children who are unsuccessful in gaining a place at King Charles I School may appeal to an Independent Appeals Panel. The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998 and the School Admission Appeals Code effective from 1 February 2012.

If you wish to appeal you should write, setting out your grounds for appeal, to the clerk to the governing body of King Charles I School within 20 school days of receipt of notification that your application was unsuccessful. You will receive at least 10 school days' notice of the date of the appeal hearing but in exceptional circumstances you have the right to waive this notice. You will usually be told of the outcome of the appeal within five school days of the hearing.

Any additional evidence which you wish to submit after lodging an appeal must be in writing and must be received by the school at least five school days before the hearing to allow for efficient administration of the appeal hearing. If you submit information or evidence after this deadline it might not be considered at the appeal, or the appeal hearing might need to be postponed.

Appeals for the sixth form will not be heard before confirmation of the examination results on which the offer of a place depends. Such appeals will be heard within 30 school days of being lodged.

For in-year transfer applications, appeals will be heard within 30 school days of the deadline for lodging appeals.

Appeals lodged after the deadline for lodging appeals will be heard as soon as is reasonably practical.

Parents/carers are invited to attend the hearing of their appeal and make their case to the panel, although if this invitation is declined the appeal may be heard on the basis of written evidence only. You may be represented by or accompanied by a friend. You must inform the school in advance if you wish to call any witnesses or be represented at the hearing.

Only one appeal is permitted in respect of the same academic year unless, in exceptional circumstances, a second application has been accepted because of significant and material changes in circumstances (eg a change which puts the applicant in a higher oversubscription category). The statutory right to appeal does not apply if a place has been offered at the school in the usual year group for the child's age, but this is not the year group preferred.

Challenging the conduct of the appeal panel

There is no further appeal against the decision of the appeal panel. However, if you feel that the way in which the appeal was conducted was not in accordance with the law, you may:

- (a) lodge a complaint to the Education Funding Agency who will investigate the complaint on behalf of the Secretary of State. The EFA cannot overturn a panel's decision but can require a fresh appeal to be held. Further information is at <https://www.gov.uk/government/publications/academy-independent-admission-appealpanel-complaints> or on 0370 000 2288; or
- (b) apply to the High Court for Judicial Review of the refusal. You would need legal representation should you decide to pursue this course of action.

Further information

King Charles I School uses the services of the Appeals Secretariat at Worcestershire County Council to conduct admission appeal hearings and further information is available on their website at <http://www.worcestershire.gov.uk/cms/democratic-services/appeals-secretariat.aspx>. However, all correspondence and evidence relating to appeals must be sent directly to King Charles I School

If you need additional information about admissions or appeals for King Charles I School, please contact the Admissions Officer at school. We are not able to advise you on the likely outcome of an individual appeal and parents/carers should form their own judgement on whether to appeal.