



WARREN ROAD PRIMARY SCHOOL

PRIMARY SCHOOL ADMISSION APPEALS

A GUIDE FOR PARENTS AND CARERS

If you have not been offered a place in your preferred school then you have the right of appeal under The School Standards & Framework Act 1998 (as amended by the Education Act 2002).

Warren Road Primary School has a limit on the number of pupils we can take. If there are more applicants for places than there are places available, we will offer the places on the following criteria:-

- 1) Looked After Children - children in public care.
- 2) Siblings - children with a brother or sister currently on roll at the school.
- 3) Children of staff at the school.
- 4) Proximity - proximity of the home to the school as measured in a straight line from the front door of the home to the front door of the school, with those living nearer being accorded priority.

KEY STAGE 1 APPEALS

Infant Class Sizes (Reception, Year 1 and Year 2) are restricted by law. Class Size Legislation places a duty on local authorities to ensure that no child in an infant class is taught in a class of more than 30 children. This has an impact on how an appeal is considered.

There are only certain circumstances under which an appeal panel can uphold an appeal for a school and **if an appeal does not satisfy any of these conditions then it cannot be upheld in favour of the parent / carer.**

The panel may only uphold the appeal at the first stage where:

- a) it finds that the admission of additional children would not breach the infant class size limit; or
- b) it finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) it decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

We would encourage you in the first instance to discuss your case informally with the Bromley Admissions Team on 020 8313 4044 who can give you advice and explain the process further.

If you decide to go ahead with an appeal, please contact the school to request a form. The timetable for appeals is set out in Appendix 1.



KEY STAGE 2 APPEALS

The Education Act provides that the LA shall comply with the parents' preference for a school, unless compliance with that preference would "prejudice the provision of efficient education or the efficient use of resources." Any parent (except, temporarily, the parent of a child who has been permanently excluded from two schools) whose child is refused a school place for which they have applied has a right to an independent appeal.

The grounds of appeal are always personal to the appellant and you should consider carefully whether you feel you have a strong case, taking account of:-

- 1) the admission criteria of the school you wish to obtain a place in.
- 2) the reasons why a place was not offered to your child
- 3) your reasons for wanting your child to go to that school
- 4) other local schools that may be available to you

The success of your appeal will depend on the strength of your particular case.

In the first instance an appeal panel will look to see if the admission rules have been followed and if the school could manage to take more pupils. If everything has been done properly and the school is full the Panel will then balance:

- 1) The problems faced by your child if s/he does not go to this school, and
- 2) The problems the school will face if they have to take an extra child

Your circumstances will be considered by the Panel when making their decision. If there are medical or social grounds you will need to provide documentation to support your case.

Appeals are heard by an Independent Appeals Panel of 3 members. The Panel may include parents, school governors, teachers or community representatives. The members of the Panel will not be connected with the school concerned in any way. There is also a Clerk who gives the Panel advice on procedures and keeps notes. The Clerk does not take part in making the decision.

The conduct of an Appeals Panel is governed by the DfE School Admission Appeals Code of Practice. The Appeal Panel's decision is binding on the Authority and the School.

If you consider that the Panel acted improperly or unreasonably in handling your case you can make a complaint:

Academy Admission Appeals Complaints
Academies Central Unit
Education Funding Agency
8th Floor, Earlsdon Park
Butts Road
Coventry CV1 3BH
CV4 0EH
www.education.gov.uk



Further information and advice on school admissions and appeals:

Bromley School Admissions

Civic Centre

Stockwell Close

Bromley

BR1 3UH

020 8313 4044,

www.bromley.gov.uk

Independent appeal advice is available from ACE (Advisory Centre for Education):

Information can be downloaded from the website www.ace-ed.org.uk, You can speak to an adviser on a freephone helpline 0300 0115 142

Admissions Dates and Appeals Timetable 2021

Admissions Dates:	
30 April 2021:	Deadline for accepting or declining the offer of a place made on 16 April 2021
17 May 2021:	Deadline for lodging Appeals against a decision not to offer a place at Warren Road Primary School – see timetable below.

Appeals Timetable:	
17 May 2021:	Deadline for lodging Appeals against a decision not to offer a place at Warren Road Primary School.
June – July 2021:	Appeals will be heard up to 40 school days after the deadline. Appellants will receive at least 10 days notice of their appeal hearing. Decision letters will be sent within 5 school days of the hearing wherever possible.
Late applicants:	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.
In-Year Appeals	Will be heard within 30 school days of the appeal being lodged.