

# THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA

## APPEAL AGAINST ADMISSION DECISION

This form is to be completed by the Parent/Guardian. Please use CAPITAL letters for this section

CHILD'S FIRST NAME:

FAMILY NAME:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ TELEPHONE \_\_\_\_\_

PARENT'S NAME: \_\_\_\_\_

### PARENT/GUARDIAN'S STATEMENT

I wish to appeal against the decision not to offer my child a place at **HOLLAND PARK SCHOOL** because:

Please return this form to:

The Royal Borough of Kensington and Chelsea  
Family and Children's Services  
School Organisation, Admissions and Governors Support,  
Room 247/1  
Town Hall  
Hornton Street  
London W8 7NX

## **The Royal Borough of Kensington and Chelsea**

Family and Children's Services  
School Organisation, Admissions and Governors Support,  
Room 247/1  
Town Hall  
Hornton Street  
London W8 7NX

Telephone: 020 7361 2210

### **ADVICE TO PARENTS ON APPEALING FOR A SCHOOL PLACE**

The following information is produced as a guide for parents appealing for a school place in a **community** school. If you wish to appeal against a decision made by a Voluntary Aided or Foundation school the school should be contacted direct as the Governors of the school are responsible for their admissions decisions.

#### **How do schools decide which children to admit?**

All schools publish their *Admissions Criteria* in a school brochure, in brochures published by the Education Department and on the Royal Borough website [www.rbkc.gov.uk](http://www.rbkc.gov.uk) follow the links for primary or secondary schools as required.

#### **If my child is turned down for a school can I do anything?**

Yes, you can appeal against the decision. You should contact the Local Education Department of the borough in which the school is situated to ask them for their details on how to proceed.

#### **If the school say they are full what is the point in appealing?**

When your appeal is received by the Education Department, the school to which you are appealing is asked to give information on the number of children who are in the year group which they have told you is full. An appeal can only go ahead if this information proves that the school has its full number of children (this number will be given in information produced by the Education Department). If the school has a vacancy the place must be offered to the child who best meets its admissions criteria. An independent appeal will listen to the case put forward by the appellant and the admissions authority for the school appealed. The panel have the legal authority to decide either in favour of the appellant or the admissions authority. If the Panel rule in favour of the appellant the school must admit the child to the school above its published admissions number.

#### **What will an Appeals Panel want to know?**

An Appeal Panel will first check to see that the admissions decisions have been properly made. If the school is full then they will weigh up the problems your child

will have by going to a different school *against* those problems that the school might face in admitting an extra child.

### **What should I put on the form?**

If you have any particular reasons why you feel your child should attend the school, for example, the next nearest available school is a very difficult journey away or the school offers sport/drama/language facilities at which your child is good, these things may be given in your appeal. If your child has a medical or social reason for attending you may wish to attach written evidence from a doctor or social worker supporting this. You may submit information and evidence any time up to the hearing but if anything is provided too close to the hearing date the panel may need to adjourn to allow parties the opportunity to consider the additional information.

### **Can I take someone with me to the Appeal?**

Yes you can take a relative or friend, adviser, interpreter or signer who may speak on your behalf at the hearing. Adviser may be a Choice Adviser, a locally elected politician, or an employee of the local education authority such as an educational social worker, SEN adviser or learning mentor, provided that this will not lead to a conflict of interest. Employees of the school in question or a member\* of the admissions authority concerned must not attend in this capacity.

If you have any queries regarding your right to appeal or on the procedure for holding an appeal, please do not hesitate to call:

**The Admissions Team at the Town Hall on telephone : 020 7361 2210**

\* member refers to an elected member of the Council who has a direct role in relation to school admissions in the area of that authority.