

## **School Appeals Guidance Notes for Ashton Park School**

The appeal panel will take into account the reasons for your preference, and individual circumstances relating to your application. You may wish to write a further letter to the appeal panel in advance of your appeal. Any additional correspondence should be sent to School Admissions as soon as possible.

You will be given not less than 10 school days' notice of the date, time and place of the hearing at which you can be present and speak. You can, if you wish, be accompanied by a friend who may speak for you and represent your views to the appeal panel. Parents for whom English is not the first language may wish to arrange for an interpreter to be present.

You are encouraged to attend the appeal panel meeting. If you prefer not to attend the panel will consider the case based on your written submission(s). Alternatively, a friend or representative may present the appeal on your behalf.

You may wish to write down in advance what you wish to say to the panel, and use your own notes to speak from on the day. It is important that you don't think afterwards of something you forgot to say, or wish you had said, as the panel must not accept additional information after the appeal has been heard.

You will need to demonstrate that your child's need for a place at the school outweighs the Admission Authority's reasons for refusing a place. You should consider how that school will meet your child's individual needs. What will your child gain from attending your preferred school that he/she will not get from attending any other school?

You are also welcome to submit additional letters of support from professionals or other parties who have been, or are currently, involved with your child. Please submit all supporting documentation by 4<sup>th</sup> May 2018. These may be letters which substantiate your case, or actively support your preference. The appeal panel will take into account all submissions received by 4<sup>th</sup> May 2018.

Appeals are normally held at City Hall, Bristol. When you arrive for your appeal, you will be directed to a waiting area. The Clerk to the Independent School Appeals Panel will explain the procedure of the appeal hearing before the appeal begins.

The sequence of events is likely to be:

### School's Case:

- i) Presentation of the school's case by the representative of the Admission Authority
- ii) Questioning by the parent/carer(s) and the Appeal Panel
- iii) Summing-up by the representative of the Admission Authority

### Parent/Carer's Case:

- iv) Presentation of the case by the parent/carer
- v) Questioning by the Appeal Panel/representative of the Admission Authority
- vi) Summing-up by the parent/carer

If more than one family are appealing for the same school on the same day all parents/carers are invited to the same School's case hearing. The Parent/Carer's case will be held in private and will be confidential. It should not be necessary for a child to attend, or for there to be witnesses, other than a friend or interpreter mentioned previously.

The appeal panel will ask all parties to withdraw while considering a decision. The decision of the appeal panel will be sent to you in writing by the Clerk to the School Appeals Panel. The decisions of appeal panels are binding upon the parent and the Admission Authority, but parents have statutory rights under other legislation should they wish the matter to be investigated further.

### Useful Links

Department for Education (DfE) <https://www.gov.uk/government/publications/school-admissions-code--2>  
Advisory Centre for Education provides online leaflets and guidance for parents: E-mail: [enquiries@ace-ed.org.uk](mailto:enquiries@ace-ed.org.uk) Website: [www.ace-ed.org.uk](http://www.ace-ed.org.uk) Advice Line: 0300 0115 142

## **Allocation Statement for Ashton Park School - September 2018**

As Ashton Park School is oversubscribed, the criteria stated in the booklet 'A guide for parents and carers on applying for a secondary school place for the school year 2018-2019' have been applied to allocate the places that are available at the school.

513 on-time applications (205 first preferences, 170 second preferences and 138 third preferences) have been received for Ashton Park School which has an admission number of 216.

### **How the initial allocation of places was made**

1 place is required for a child where the school is named in their Statement of Special Educational Needs/Education, Health and Care Plan (EHCP).

The remaining 215 places have been offered to the following children:

1. Those children who are defined as 'Children in Care' or children who were previously in care, but immediately after being in care became subject to an adoption order, child arrangement order, or special guardianship order. **(2 places)**
2. Those children living within the area of first priority for Ashton Park School, with siblings of statutory school age attending the school, who will still be on roll in September 2018 **(53 places)**
3. Those children who live within the area of first priority for Ashton Park School, **(133 places)**
4. Those children living outside the area of first priority with siblings of statutory school age attending the school who will still be on roll in September 2018 **(27 places)**

## Letter of Appeal – Ashton Park School

### Parent/Carer Contact Details – BLOCK CAPITALS

Parent/Carer Name \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Mobile Telephone Number \_\_\_\_\_

Alternative Telephone Number \_\_\_\_\_

Email address \_\_\_\_\_

### Child's Details

First Name(s): \_\_\_\_\_

Surname/Family Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

### Reasons for Preference/Grounds for Appeal:

**Please provide your grounds for appeal in writing as soon as possible. An appeal hearing cannot be set up until the written grounds for appeal are received.** *If required, please continue on a separate sheet.*

**Signed (Parent/Carer):** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please return by 4<sup>th</sup> May to: School Admissions (City Hall), Bristol City Council, PO Box 3176, BRISTOL, BS3 9FS**