# School appeal form

If you wish to appeal, you must set out your grounds for the appeal in writing.

**If you are appealing for Reception, year 1, or year 2, please read the important information below.**

If you are appealing for year 3 to 11, continue to the next page.

### Important information for reception, year 1 and year 2 - Infant class size

Reception, year 1 and year 2 class sizes **are** **limited to 30 pupils per teacher by law.** This means the appeal panel’s grounds are strictly limited on when they can uphold an appeal. **It is exceptionally rare for parents to win an infant class appeal.**

Due to the limits placed on the appeal panel, parents often find the process frustrating. We draw this to your attention so you can make an informed decision on whether or not to appeal.

If a school refuses your child a place because admitting them would breach this legal limit, then your appeal will be considered an infant class size appeal. This is different from all other school admission appeals.

The appeal panel may only uphold an infant class size appeal where:

* it finds that the admission of additional children would not breach the infant class size limit,
* 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,
* it decides that the decision to refuse admission was ‘perverse’ in light of the published admission arrangements.

'Perverse' here means that the decision is not rational **in light of the published admission arrangements** and its legal responsibilities. This is not in terms of the views of the parent(s) or the personal situation.

The appeal panel would need to be satisfied that the decision was so completely absurd or outrageous that no reasonable person would have made the same decision while following the same process, with the same facts and figures, referencing the same published admission arrangements and government legislation.

**It is extremely difficult to win an infant class size appeal on this ground.**

It is unlikely that a decision that makes it impossible for you to transport all your family to school on time or even impossible for you to continue working would be considered perverse.

More information is available at <https://www.lgo.org.uk/make-a-complaint/fact-sheets/education/infant-class-size-appeals>

## Child’s details

|  |  |
| --- | --- |
| First name |  |
| Last name |  |
| Date of birth |  |
| Address |  |
| Postcode |  |

## School appealing for

|  |  |
| --- | --- |
| Name of the school being appealed for |  |

## Applicant details

|  |  |
| --- | --- |
| First name |  |
| Last name |  |
| Home phone |  |
| Mobile phone |  |
| Email address |  |
| Relationship to child  *(e.g. mother or father)* |  |

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Do you intend on attending the appeal hearing, held virtually on MS Teams? |  |  |
| Do you require a translator to be provided? *(Free of charge)* |  |  |

|  |  |
| --- | --- |
| If yes, which language is required? |  |

## Reasons for appealing

Use this section, and additional pages if needed, to give the reasons for your appeal. It is your responsibility to provide evidence to prove your case.

## Declaration

North Somerset Council is registered with the Information Commissioner’s Office for the purposes of processing personal data.

The information you provide will be held and used in accordance with the requirements of UK and European data protection law. The information will form part of your school appeals account, which will be held for two years.

Unless otherwise agreed with you, we will only collect the minimum personal data required to deliver the service, which includes child’s name date of birth and home address, applicant name address and contact information. It does not include any special category personal information, or information relating to criminal convictions or offences.

The information will be used for the administration of School Appeals; our statutory duty under the School Admissions Code September 2021 (GDPR Article 6(1)(c)).

We will not use your personal information in a way that may cause you unwarranted nuisance. Failure to provide the information could result in the school appeal not being processed.

The information provided may be shared with schools, other council departments, other councils, North Somerset Community Partnership and Early Years setting (e.g., pre-schools), who have demonstrated that they have a lawful and legitimate interest in the information. The information will be used for the purposes of arranging and hearing a school appeal. At no point is your data shared or processed outside of the UK.

We may lawfully disclose information to public sector agencies to prevent or detect fraud or other crime, or to support the national fraud initiatives and protect public funds under the Local Audit and Accountability Act 2014. Under the conditions of the Digital Economy Act 2017, we may also share personal data provided to us with other public authorities as defined in the Act, for the purposes of fraud or crime detection or prevention, to recover monies owed to us, to improve public service delivery, or for statistical research. We do not share the information with other organisations for commercial purposes.

You have the right to see the personal data we process about you, as well as the right of objection, rectification, restriction, and erasure in some circumstances. For details of how to make such a request, please click [here](http://www.n-somerset.gov.uk/my-council/data-protection-foi/data-protection/sar/).

If you have any questions or concerns about the way we process your personal data, our Data Protection Officer can be contacted at [DPO@n-somerset.gov.uk](mailto:DPO@n-somerset.gov.uk).

**I certify that I have legal parental responsibility for this child, and the information given is true to the best of my knowledge and belief.**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

Please email this form to[admissions@n-somerset.gov.uk](mailto:admissions@n-somerset.gov.uk), **or** post to School Admissions Team, North Somerset Council, Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ.