



St. Anne's Catholic High School for Girls

Information about Admission Appeals

My daughter has not been offered a place at St. Anne's, the school I prefer. What can I do?

You have the right of appeal to an independent panel. Even if you are appealing for a place, you can discuss vacancies with Enfield Admission Service on 020 8379 5501 as staff there will be able to discuss your options with you. You can appeal for admission to more than one school.

How do I appeal?

Complete and return the Governing Body's Appeal Form to St. Anne's.

What arrangements will be made for the Appeal Hearing?

Where possible you will be given at least ten days' notice of where and when you appeal is going to be heard. Before the appeal you will receive a copy of the Governing Body's Appeal Statement. You should keep the statement and any other information sent to you. The statement will set out how the Admission Policy has been applied to your daughter's particular case, including the reasons for the decision not to allocate a place at the school to your child.

Although you must return your Appeal Form to the School, if you decide to appeal, the Governing Body has made arrangements for the Enfield School Appeals Service to arrange the appeals on its behalf.

Who will be on the Independent Appeals Panel?

There will be three members, appointed from the following categories:

- People who are lay members, who have no personal experience in the management of the school or the provision of education in any school (except as a school governor or in any other voluntary capacity); and
- People who have experience in education; who are familiar with educational conditions in Enfield; or who are parents of registered pupils at a school.

None of the Panel members will have been involved in allocating places to pupils at St. Anne's.

How will the Appeal Hearing be conducted?

All parents/carers can attend the appeal hearing or you can decide who should attend. You can be accompanied by a friend, relative or adviser. If you do not attend you can ask someone else to represent you at the hearing but you will need to confirm in writing that s/he speaks for you and has your full authority.

It will be at the discretion of the Panel whether or not a friend, relative or adviser is allowed to speak to you. This will normally be allowed.

An interpreter can be provided, but only if you are not able to bring someone with you to help with this.

Where there are a significant number of appeals the Governing Body's case for not admitting more girls to the School will be put to the Independent Appeal Panel and all the parents/carers in one large meeting. This will either take place on an evening before you are invited to state your case during one of the following days or on the morning of the first day. There will be an opportunity at this meeting for parents/carers and the Panel to ask questions about the information provided by the Governing Body, but individual cases will not be discussed.

There will then be a private hearing of your appeal which usually takes place during the day. This is your opportunity to explain your individual appeal reasons to the Panel without other parents/carers present.

During your private meeting with the Panel:

- Representatives of the Governing Body will present the decision not to admit your child to the school and you and the Panel may ask questions.
- You will have the opportunity to speak in support of your appeal and the representative(s) of the Governing Body and the Panel may ask you questions.
- The representative(s) may sum up the case for the Governing Body then you may sum up your case, if you wish to do so.

How will the Panel decide my appeal?

The Panel are required to take into account your preference and the Governing Body's published arrangements for the admission of pupils. The published arrangements are in Enfield Council's information booklet about admission to schools and on the St. Anne's website at:
www.st-annes.enfield.sch.uk

There are two stages to the appeal:

At the **First Stage** the Panel establishes the facts and must consider whether the admission arrangements complied with the law and regulations relating to school admissions, and were properly applied. The Panel must also consider whether the admission of additional girls to the school would prejudice the provision of efficient education or the efficient use of resources.

If the Panel decides that all the girls whose parents are appealing could be admitted, without prejudice to the provision of efficient education or the efficient use of resources at St. Anne's, then the Panel must uphold all the appeals. If, however, the Panel decides the admission of any more girls would prejudice the provision of efficient education or the efficient use of resources at the school, it must consider each individual case at the second stage. Were the panel to decide that the school should admit a small number, smaller than the number of appeals, then it must rank all the appeals to decide which girls can be admitted.

The **Second Stage** is a balancing stage. This is for the Panel to exercise its discretion, balancing the prejudice found at the First Stage against your individual reasons for wanting a place for your daughter. The Panel must decide whether your case outweighs the prejudice proved at the first stage.

The decision of the Panel is binding on the School.

What will happen if I, or my confirmed representative, do not attend?

If you cannot attend, or decide not to, your appeal can be heard in your absence and the Panel will use your written statement to come to a decision. You may choose to allow the appeal to go ahead in your absence or ask for your appeal to be postponed until the next round of appeal hearings for the School.

If you say you are going to attend and do not turn up without telling the Enfield School Appeal Service you want the appeal to be postponed the hearing will usually proceed in your absence.

What does the Clerk to the Panel do?

The Clerk acts as adviser to the Panel on the School Admissions Appeals Code and the procedure they should follow to ensure that everyone has a fair hearing. S/he is responsible for ensuring that relevant facts are established and will make a written record of the hearing and the Panel's decisions. The Clerk will remain with the Panel throughout the proceedings but does not take any part in the final decision made.

When will I know the result of my appeal?

The decision on your case will not be taken until all the appeals scheduled have been heard. The Clerk will then write to you, usually within five – seven days of the end of all the appeals the Panel has heard, to tell you the outcome of your appeal.

I still have some questions about the process

Please contact the Enfield Schools Appeals Service on 020 8379 3411 / 3422 or by email at sai@enfield.gov.uk. Alternatively phone the School on 020 8886 2165 and ask to speak to the Business Manager.

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