

## Appeals for Admission to Sheldon School in September 2019

In the event that your child is not allocated a place at Sheldon School, you may wish to appeal the decision. If you decide to appeal, you need to submit your appeal to the school, in writing, by 23 April 2019. We do not issue a particular form for completion but you may wish to consider the following:

- Please explain, as fully as you can, why you want your child to attend Sheldon School. If you think your application for a place at Sheldon has not been treated correctly or in accordance with the admissions criteria, then you should explain why.
- If there are medical issues involved, it is important that these are supported by written evidence, e.g. doctor's letter.
- If your case is based on a house move, you should provide written evidence to confirm this. For example, a letter from your solicitor or a copy of your tenancy agreement.
- You may also include other relevant letters, correspondence, reports or documents to support your case.
- You don't need to wait until you have all supporting evidence before you send your form to us as this may delay the processing of your appeal. Supporting evidence can be sent in later.

The appeal will be held within 40 school days of the deadline for making an appeal. The panel will be made up of three independent people who will consider:

- whether the admissions authority followed its own admissions policy and if it had good reasons for not offering your child a place (e.g. the school was over-subscribed and other children met the over-subscription criteria more closely).
- whether your child's need to be at the school is greater than the effects on other children in the school of having additional children at the school.
- your reasons for wanting your child to attend the school.
- any supporting evidence that might be relevant to your case.

### Timetable for appeals for Sheldon School Admission in September 2019

**(normal admissions round, i.e. applications submitted on or before 31 October 2018)**

|                             |  |
|-----------------------------|--|
| 01 <sup>st</sup> March 2019 | Parents notified by the Local Authority of their allocated school. |
| 15 <sup>th</sup> March 2019 | Deadline for accepting or refusing the place offered.              |
| 23 <sup>rd</sup> April 2019 | Deadline for lodging an appeal for admission to Sheldon School.    |
| 21 <sup>st</sup> June 2019  | Deadline for normal admission round appeal hearings.               |

## Appeals - Frequently asked questions

1. **Do I have to pay for the appeal?**  
*No. There is no charge to parents for appeals*
2. **Can I ask the panel to contact anyone, such as a doctor or social worker, to support what is on my appeal form?**  
*No, the panel will not contact anyone else. It is your responsibility to ensure that the panel has any written supporting evidence at the hearing.*
3. **What documentation or information can I submit in addition to my appeal notice?**  
*You can submit any information you wish in order to support your appeal. You should mention all reasons why Sheldon would be the best school for your child and any special factors which justify your child being allocated a place. Everything you submit either verbally or in writing will be treated in confidence.*
4. **Can I bring a friend to the appeal hearing?**  
*Yes. You can bring someone with you. They can speak on your behalf, or simply support you.*
5. **Should my child attend the hearing?**  
*No, we advise against this. A child may find the hearing difficult and confusing.*
6. **How does the panel reach a decision?**  
*The appeals panel discusses the case in private and reaches a majority decision. If the panel is considering more than one appeal, it will not make a decision about an individual case until all cases have been heard.*
7. **How long will the hearing take?**  
*This is difficult to say as it depends on the complexity of the cases being heard. Generally, for mid-year appeals, both stage one and stage two take about half an hour each. In multiple intake or transfer appeals, stage one could take forty-five minutes to an hour and stage two about thirty minutes.*
9. **Where are the appeals heard?**  
*At a suitable venue in the Chippenham area.*
10. **Can I change the date or time of my appeal?**  
*If we can accommodate requests for changes we will do so. However, we have to abide by statutory timeframes and may be hearing several appeals in one day, so it may not always be possible to agree to changes.*
11. **What should I do if I change my mind about appealing?**  
*If you wish to withdraw your appeal please let the school know via e-mail marked for the attention of Mrs Briony Burgess, Office Manager, or phone 01249 766020.*
12. **My child is on the waiting list. If I appeal, will it affect my child's place on the list?**  
*No. If your appeal is not successful your child will remain on the waiting list. If you win your appeal, your child's name will be removed from the waiting list and your child will be offered a place at Sheldon.*