



South Orpington Learning Alliance

Admissions Arrangements

Date approved: March 2020

To be reviewed: Annually

Owner: Chief Executive Officer

South Orpington Learning Alliance and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Version Control

Version	Author	Dated	Status	Reviewed
1	JT	Summer 2017	Initial Trust Policy	Spring 2019
2	AK	Spring 2019	Annual policy review	
3	ND	Spring 2020	Annual policy review – PAN numbers revised Page 3	November 2019

Admissions Arrangements (for September 2021)

Introduction

The South Orpington Learning Alliance (SOLA) Multi-Academy Trust consists of the six schools listed in the table below. The Trust is the admission authority, although it delegates responsibility for the administering of the policy to each Local Governing Body.

This policy details the admissions arrangements for each school and should be read in conjunction with the Primary Admissions Code and other agreed policies of The London Borough of Bromley, the Local Authority (LA), which are available at www.bromley.gov.uk.

All policies and procedures seek to comply with Government requirements, available at: <https://www.gov.uk/schools-admissions>

Applications should be made in writing to The London Borough of Bromley Admissions using the appropriate forms which are available at www.bromley.gov.uk

School	Normal age of entry (age just prior to 1 st September 2020)	Published admission numbers for September 2020	
		KS1	KS2
Chelsfield Primary School	4	15	17
Darrick Wood Junior School	7	n/a	96
Green Street Green Primary School	4	60	64
The Highway Primary School	4	30	32
Pratts Bottom Primary School	4	14	14
Tubbenden Primary School	4	90	96

Notes

- Where the published admission number is above 30 there will be a limit of 30 pupils in each Reception and Key Stage One class.
- The published admission number is inclusive of students with a statement of special educational needs that are admitted to the MAINSTREAM school pursuant to the school being named in their statement or Education Health Care Plan.
- There are a further 30 school places within the Additionally Resourced Unit at Tubbenden Primary School and 21 such places at Green Street Green Primary School. Pupils are accepted into these places as set out below.

Application Procedure

Application for admission to Reception must be made in accordance with the published Primary Co-ordinated Admission Arrangements for each relevant year and will only be accepted from parent/guardians with proven parental responsibility. Change of parental responsibility, unless in exceptional circumstances such as through a court order, will not be accepted during the coordinated admission process.

Admission Criteria	<p>Should the number of applications exceed the number of places available, places will be allocated using the following criteria listed in order of priority:</p> <ol style="list-style-type: none"> 1. Children Looked After (Note A, below). 2. Children with, or living with family members who have, acute medical or social need (Note B). 3. (DARRICK WOOD JUNIOR SCHOOL ONLY) Pupils attending Darrick Wood Infant School. 4. Siblings in Mainstream schools (Note C). 5. Children of staff at a SOLA school (Note D). 6. Proximity: children who live nearest to the School when measured in a straight line from the front door of home to the School's front entrance using the Local Authority's computerised measuring system.
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Notes to admissions criteria:

- A. *A child looked after is a child who is:*
- (a) *in the care of a Local Authority, or being provided with accommodation by a Local Authority in the exercise of their social services functions. These children must still be "looked after" when the child starts school unless (b) applies.*
 - (b) *or a child who was previously looked after and immediately after being looked after became subject to an adoption, residence, or special guardianship order.*
- B. *Acute medical or social need. In exceptional circumstances there is discretion to admit children (at the first point of entry for the school) on the grounds of their or their family's acute medical or social need for that particular school and who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, the special support service, social worker or similar professional, setting out the reasons why the school is the only one to meet the child's needs, before an admission decision is made. Applications received without supporting documents will not be considered by the panel. The admission decision will be considered in consultation with teaching and medical professionals. Medical professionals provide advice on applications made under medical conditions and teaching professionals advise on applications made for social or special reasons. Supporting evidence must be provided by the closing date for applications as this criterion is only for admission to Reception and will refer to first preference only.*
- C. *Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address. The elder sibling must still be on roll at the school when the younger child starts school.*
- At Tubbenden Primary and Darrick Wood Junior Schools, where there are Additionally Resourced Units (ARU), the siblings of children attending the unit will be treated as siblings when applying for places in the mainstream school. Please note however that where such places are accepted then NO assistance towards the transport of the child in the mainstream school can be considered unless the normal rules of the transport policy apply. This DOES NOT apply at Green Street Green Primary School, which also has an ARU - the siblings of children attending this unit will NOT be treated as siblings when applying for places in the mainstream school. This is because the nature of need differs significantly within the ARU at Green Street Green Primary School.*
- D. *Children of staff at a SOLA school. Each school within the Trust may give priority regarding oversubscription criteria to children of staff at the relevant school in either or both of the following circumstances:*
- a. *Where the member of staff has been employed at the school for two or more years at the time at which the application of admission to the school is made and/or*
 - b. *The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.*
- E. *"Home" being where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply.*
- F. *Distance will be measured (in a straight line) from the front door of the child's home address (including flats) to the main entrance of the school building, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.*
- G. *Admission to Specialist Provision is through London Borough Bromley Special Educational Needs Placement Panel. SOLA is bound by the SEN Code of Practice and does not have jurisdiction over allocation of places.*

H. All Bromley schools, including SOLA schools, comply with the Fair Access Protocol.

Admission to Darrick Wood Junior School	<p>Children transfer from infant to junior education at the beginning of the school year following their seventh birthday, or the start of Year 3.</p> <p>Children attending Darrick Wood Infant School do not automatically join Darrick Wood Junior School. Parents of children at Darrick Wood Infant School must complete an application form via their home Local Authority, i.e. the Local Authority where they live and pay council tax to (most commonly Bromley).</p> <p>Parents of children in Year 2 at other schools wanting to apply for a place at Darrick Wood Junior School should apply using the 'in-year' application form, available at: www.bromley.gov.uk</p>
Age of Admission	<p>In accordance with most schools in the London Borough of Bromley SOLA's policy is to admit children to Reception classes in September each year.</p>
(Primary Schools only)	<p>Children offered a place for admission after their 4th birthday in the academic year commencing September 2020 will be expected to join the school by the beginning of the following summer term. Parents can defer admission within the Reception year until the beginning of the term following their child's fifth birthday. This is a decision for the parent to make, taking all factors into account including the advice of educational professionals.</p> <p>Those parents who decide that their child should defer must inform the Headteacher or Head of School. The place offered for their child will be held open and will not be offered to another child. Where a parent does not inform the Headteacher/Head of School that admission is to be deferred and does not admit the child in September, the place may be withdrawn and offered to another child.</p> <p>Admission to Reception cannot be deferred for children born between 1 April and 31 August into the following September but parents can apply for a place in Year 1. This would be an in-year application, and should be made no earlier than 1st June.</p>
Deferring Admission outside of the normal age group	<p>In extraordinary circumstances a child might be admitted to school an academic year later than normal but still enter at the Reception stage.</p>
(Primary Schools only)	<p>Extraordinary circumstances include medical, social and educational reasons, and these would be supported by independent professionals.</p> <p>No legislation currently exists which would force a school to admit a child out of his/her usual year group. The Admissions Code does not state that schools must offer a place to a child out of year once the admissions criteria have been fulfilled.</p> <p>The process for requesting admission outside of the normal age group is outlined in Appendix 1.</p>
Offers of places in Reception	<p>Offers of places will be made by the Local Authority in April for the whole of the academic year.</p>
Late Applications	<p>Late applications will be dealt with in accordance with the procedures laid down in the co-ordinated admissions scheme.</p>
Waiting Lists	<p>Children who are not offered a place immediately will have the option of remaining on a waiting list. Children on the waiting list will be offered places in order, according to the</p>

criteria above. SOLA will maintain a clear, fair and objective waiting list until the 31 December 2020 for Reception applicants at which point a further application must be made to the London Borough of Bromley (Local Authority). These applications and any further applications after that date should be directed to the (Local Authority) using their in-year application form. The waiting list will be maintained in the order of the over subscription criteria. However, children directed via the Fair Access Protocol will take precedence over any child already on the waiting list and this includes admitting children over the published number.

Pupils who are not offered a place will have the statutory right of appeal. Those wishing to appeal should register their intention of doing so by sending a letter, addressed to the Chair of SOLA Trustees, c/o Tubbenden Primary School, within 14 days of being informed that their child has not been allocated a place.

SOLA will comply with the timetable and procedures laid down in the Local Authority’s Co-ordinated Admissions’ Scheme.

In-year Admissions

Parents wishing to apply to a SOLA school outside of the usual point(s) of entry should make an in-year application. All applications should be directed to the London Borough of Bromley using their in-year application form. The Local Authority holds all waiting lists for places that may become available throughout the year. Any child not offered a place will be placed on the waiting list. Parents have the statutory right of appeal. Please refer to Appendix 2.

Where the school receives a request for a place for a child mid-year, the Headteacher/Head of School will follow the agreed protocol amongst Bromley schools to ensure that the award of a place at this school is appropriate. At the very least this will involve a conversation with the Headteacher/Head of School of the child’s current school.

Pupils with an Education, Health and Care (EHC) Plan

Pupils with an Education, Health and Care Plan are dealt with under a separate process and the Local Governing Body will admit those students with the relevant school named on their plan after this process has been completed.

Review

These arrangements will be reviewed and updated every year.

Appendices

Appendix 1: London Borough of Bromley Policy on Admission of Summer Born Children outside their Normal Age Range

Appendix 2: Guidance on School Appeal Hearings

Appendix 1: London Borough of Bromley Policy on Admission of Summer Born Children outside their Normal Age Range

In September 2015, the government released information on their proposal to change the right of parents of summer born children to delay their start in reception until the Autumn term after they are 5. This is, however, still not yet mandatory as it is subject to a consultation period, following which a decision will be made by the government as to when this will take effect. Until then the correct information and procedure is contained in the guidance below. For quick reference please see Q & A's at the end of this document.

1/ Seeking a school place for a child outside his/her normal age group

- Families may seek a place for their child outside his/her normal age group under various circumstances such as ill health, if the child is gifted and talented or when the child has experienced problems.
- Parents/carers of summer born children may also ask to defer their child’s entry to school outside his/her normal age group, to start in Reception in the September when the child will have already reached compulsory school age. The table below illustrates when a child reaches compulsory school age and the date by which they must enter school, in accordance with:

Child’s date of birth	Date child reaches compulsory school age (prescribed date)	Latest point of entry into primary school
1 September 2015 – 31 December 2015	31 December 2020	January 2021 (start of spring term)
1 January 2016 – 31 March 2016	31 March 2021	April 2021 (start of summer term)
1 April 2016 – 31 August 2016 (“summer born children”)	31 August 2021	The start of the academic year commencing September 2021

Children born between 1 April and 31 August 2016 and offered a place for admission after their 4th birthday in the academic year commencing September 2020, will be expected to join the school by the beginning of the following summer term. Where entry is deferred within that academic year, admission authorities must hold the place for that child and not offer it to another child.

Once a place has been offered, the parent would not, however, be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

No legislation currently exists which would force a school to admit a child out of his/her usual year group. The Admissions Code does not state that schools must offer a place to a child out of year once the admissions criteria has been fulfilled. If schools were to be forced to comply with a request, it would necessitate a change to The Code.

2/ Requesting admission outside a child’s normal age group

Summer born children (delaying entry to Reception until September 2021)

The term “summer born children” relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).

Parents of children born between 1 April and 31 August (referred to as summer born children) may decide that they want to delay their child starting school until the September after the child has reached compulsory school age (CSA) into Reception Year instead of Year 1. There is, however, no automatic right to this.

- The table below illustrates when a child reaches compulsory school age and the date by which they must enter school, according to their date of birth:

Child’s date of birth	Date child reaches compulsory school age (prescribed date)	Latest point of entry into primary school
1 September 2015 – 31 December 2015	31 December 2020	January 2021 (start of spring term)
1 January 2016 – 31 March 2016	31 March 2021	April 2021 (start of summer term)
1 April 2016 – 31 August 2016 (“summer born children”)	31 August 2021	The start of the academic year commencing September 2021

Any place already achieved for the child in reception year in the usual way cannot be deferred (i.e. held for that child) for the duration of that school year and parents would therefore need to re-apply for admission for the following academic year. As a place cannot be deferred, parents/carers would have to re-apply for a Year 1 place through the in-year process. Parents/carers should keep in mind that there is a high possibility that there may not be any availability in that year group. Such applications will be considered with all other applications in the usual way, applying the oversubscription criteria for that year as necessary. The School Admissions team will then seek to offer the child a Year 1 place at the nearest Bromley primary school to their home with a vacancy.

3/ The process for requesting admission outside of the child’s normal age group for Summer born children (delaying entry to Reception until September 2021)

Parents/carers must initially submit a primary application by the relevant closing date for the child’s school place within the child’s normal age group. This is to ensure a school place is made available for the child in his/her normal age group should the request to delay be refused.

Parents/carers who wish their child to be admitted in the Reception year of a Community School outside his/her normal age group in September 2021 must complete and return the form “Request for admission outside of a child’s normal age group” which is available online at www.bromley.gov.uk . Alternatively, the form is available from the School Admissions team by email at schools.admissions@bromley.gov.uk or by telephoning 020 8313 4044. The completed form must be returned to the Bromley school admissions team.

Families can only list community schools on the request form as Academies and Free School’s are their own admission authorities and requests must be made direct to the relevant school(s).

Bromley Local Authority will make a decision, having taken into account the circumstances of each case and in the best interests of the child concerned. Bromley local authority, when considering the matter of admissions in respect of summer born children, complies with the relevant guidance and consults the headteacher of the school who is well placed to consider how the child’s needs can be met at that school both in a defined age group or outside. . The decision process takes account of the parents view and any supporting information available, this can include information about the child’s academic, social and emotional development; where relevant, their

medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; or whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Parents should therefore take these factors into account when writing their request and considering what supporting documentation to provide. This will enable the parent to make an application for the correct year group if the request is denied. **There is no mandatory requirement for requests to be met.**

Where the request is agreed, the application will be considered with all other applications in the usual way, applying the oversubscription criteria as necessary. **However, parents need to be aware that there is a possibility that they will not be offered a place at that particular school.** If this happens the parent will be required to make the request to other schools to ensure the child is in education by compulsory school age. **Again there is no guarantee and other schools may not agree to the delayed start.**

If the request for delayed entry to start in the September after the child becomes 5 is not agreed and the parent chooses not to take up the option to defer the child's start in the Summer term of the reception year, then the parent would have to apply for a Year 1 place when the child is 5. Taking into account that all places are likely to have been offered in the Reception year it is very doubtful that a preferred place would be available. The child would also have missed out a year's education with their peer group in Reception.

Process for considering requests for admission outside of the child's normal age group

- When completing the form, the parent/carer must set out the reasons why they are seeking a place for their child outside his/her normal age group. The request must be accompanied with relevant evidence which may include:
 - The parent/carer's views;
 - Recent information about the child's academic, social and emotional development;
 - Medical history accompanied with recent medical professional evidence
 - Whether the child may have naturally fallen into a lower age group if it were not for being born prematurely.
- As the local authority is required by the School Admissions Code 2014 to take into account the views of the headteacher of the community school/s concerned, the parent/carer will be invited to attend a meeting at the school. The purpose of the meeting will be to discuss the parent/carer's request and the needs of the child concerned.
- Families requesting admission outside their child's normal age group at a non-community school must contact the school directly for further information on how their request to delay will be considered.

4/ The decision of the LA or Non-Community School

- Based on the information provided, once a decision has been reached on the year group the child should be admitted to, the relevant authority will write to the family, setting out clearly the reasons for their decision.
- Should the parent/carer's request to admit the child outside of their normal age group be agreed, this will only be relevant to that school and there can be no guarantee that a school place would be available at that school as it will be dependent on whether the child fulfils the oversubscription criteria and the number of applications the school has received.
- In such circumstances the parent/carer must contact the school admissions team to discuss the availability of places at other schools in Bromley. Please note however that this still does not

guarantee a school place outside of the child's normal age group unless a school has previously agreed to the delay and there is availability.

- In addition to the factors stated above, where the LA or non-community school agrees to admit a summer born child into the Reception year in September 2018, the parent/carer must withdraw their child's primary application for 2017. They must then re-apply using a paper primary application form for a school place in the following year, attaching a copy of the decision letter.

5/ Appealing against the decision to refuse admission outside of the child's normal age group

- Parent/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied.
- The right to appeal does not apply if the child is offered a place at the school but the place offered is not within the parent/carers preferred age group.

SUMMER BORN CHILDREN Q & As

In line with legislation, all children can start in reception in the September following their fourth birthday. However, where a child is born between 1 April and 31 August they are classed as summer born children and parents can request that the child starts in Reception in the September after their 5th birthday. Please see the Questions and Answers below:

- Q1 When does my child legally have to start school?
- A1 A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.
- Q2 My child's birthday is between 1st April and 31st August. Is my child classed as summer born and when do they have to legally start school?
- A1 Yes, and the date would be the start of the autumn term in September after they are 5.
- Q3 Do I have the right for my child to delay their start in a Reception class until the September after he/she is 5?
- A3 No, but you do have the right to request this to the school you prefer. However, there is no automatic right for this to be agreed by the school.
- Q4 What happens if the school does not agree to a delayed start in the September after my child is 5?
- A4 You should apply in the normal round for admission in the September after your child is 4.
- Q5 If I do this does my child have to start in that September?
- A5 No you can request that your child has a deferred start, please see section 1. Once a place has been offered you would not be able to defer entry beyond the academic year for which the original application was accepted.
- Q6 What happens if my request to delay is refused and I choose not to let my child start in the Reception year before they are 5?
- A6 You would have to apply for a Year 1 place when the child is 5.
- Q7 Would I be guaranteed a place at my preferred school?
- A7 No as all places would have been allocated during the reception application process and those children would still be at the school transferring into Year 1. You would be relying on places becoming available.
- Q8 What happens then?
- A8 The Admission team would have to find you a place at the nearest school with a vacancy.

Appendix 2 - Guidance on School Appeal Hearings

(The School Standards and Framework Act 1998)

The School Admissions Appeals Code is available on www.dcsf.gov.uk/sacode.

The Schools Standards and Framework Act 1998 (Section 84) gives parents the right to appeal against decisions regarding the schools their children should attend.

Although parents have the formal right of appeal, they are advised that if they are not satisfied with any decision of Authority schools about the school at which education for their child is to be provided they should, in the first instance, contact the Bromley Admissions Team, Children and Young People Services, Civic Centre, Stockwell Close, Bromley BR1 3UH (Telephone 020 8313 4044) to discuss the situation.

Appeals in respect of Primary Reception Starts must be LODGED BY 31st MAY. Appeals submitted after this date may not be heard during the Summer Term (i.e. before the beginning of the Autumn in September).

The school sets up an independent Appeals Committee to consider appeals. The procedure is specified in the Schools Admissions Appeals Code (available at www.dcsf.gov.uk/sacode). Appeals should be made using the designated form which is attached at Annex 2.

The receipt of an appeal form will be acknowledged and at least 14 days before the day scheduled for the hearing, a formal notice of the day and time of the Appeal Committee, which will determine the case, will be sent to the parents by first class post or by email if you have given an email on your form.

Seven days before the hearing the Governors will send appellants a Statement setting out the Admissions Policy and the reasons for the decision regarding the child's education.

The appeals are likely to be heard during the daytime and you are encouraged to attend. It is not considered appropriate to bring any children to the hearing. If it is necessary for you to bring a child with you, you should make arrangements for someone to sit with the child whilst you are in the hearing.

Who may attend the Hearing

Parents/carers can have legal representation at the hearing, but this ought not to be necessary; a hearing is not intended to be a platform for a debate on the law. Members of the Local Authority (Councillors) must not be invited to attend appeal hearings and unless there are exceptional reasons. Children should not be invited to attend and it is not considered appropriate for parents to bring any children to the hearing.

The Order of the Hearing

- (a) The admission governing body present their case
- (b) Questions to the admission governing body by the parent/carers
- (c) Parents/carers present their case
- (d) Questions to the parents/carers by the admission governing body
- (e) The admission governing body sum up their case
- (f) The parents/carers sum up their case

Panel Members may ask questions at any time during the hearing

Panel Members

Panel Members are independent of the school that parent/carers are appealing for and the admission process. Each panel must consist of at least one lay member, who is a person without personal experience in the management or provision of education and at least one person with experience in education who is acquainted with educational conditions in the area, or who is the registered pupil at a school.

Clerk to the Panel

The Clerk is not a member of the Panel and must be independent of the admission authority. The Clerk does not take part in the decision making of the Panel. The role of the Clerk is to:-

- make the necessary administrative arrangements for hearings including the appointment of panel members
- explain the basic procedures to parents/carers and deal with any questions/queries
- ensure that relevant facts are presented
- record the proceedings, oral and written representations, the Panel's decision and reasons

Making a Decision

Following the withdrawal of the admission authority/governing body representative and the parents/carers, the Appeal Panel will consider its decision with the presence of the Clerk.

In all types of appeals the Panel is required to satisfy themselves that the published admissions criteria comply with the requirements of the School Admissions Code.

Parental Preference

The Appeal Panel are required to take into account parental preference and the reason for this preference and also the admission arrangements published by the admissions authority/governing body

Two-Stage process

All school appeals, other than those against decisions made on the grounds of class size prejudice, must follow the two stage process by:

First stage: establish the facts – the panel will consider whether the school's published admission arrangements were correctly applied and decide whether 'prejudice' to efficient education and the efficient use of resources would arise were the child to be admitted. If the Panel decide this is proven, they will then go onto the second stage.

Second stage: balancing the information heard at the hearing – the panel will exercise its discretion, balancing the degree of prejudice to the school against the parents' case for their child being admitted to the preferred school.

Infant class size appeals

Infant classes, where the majority of children will reach the age of 5, 6, or 7 by the end of the academic year, must not contain more than 30 pupils with a single school teacher.

Appeal Panels have very limited circumstances when they can decide that there is an exception to the infant class size limit. The appeal panel can only offer a place to a child where it is satisfied that either:

- The child would have been offered a place if the admission arrangements had been properly implemented; and/or
- The decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

After the Appeal

The decision of the Appeal Panel will be communicated to all parties by the Clerk to the Panel and is binding on the admission authority/governing body. There is no further right of appeal. Parents who are dissatisfied with the decision may seek a judicial review or have their case investigated by the Local Government Ombudsman. Please note that the Ombudsman cannot overturn an appeal decision but may make recommendations for a suitable remedy.

APPEAL AGAINST SCHOOL ADMISSION DECISION – INFANT/ KEY STAGE 1

To be completed by the parent/guardian IN BLACK INK AND BLOCK CAPITALS

NAME OF SOLA SCHOOL TO WHICH A PLACE HAS BEEN REFUSED:

CHILD'S SURNAME:

FORENAME(S):

DATE OF BIRTH:

ADDRESS:

Post Code:

CONTACT NUMBER:

EMAIL ADDRESS (please print carefully):

Alternative School(s) suggested by Bromley Admissions:

Provisional Place held at:

The School for which you are appealing has declared that the class size has reached 30 pupils and that, therefore, the School cannot admit your child. Please note that there are only two circumstances under which an Appeal Panel can uphold an appeal for this School.

If your appeal does not satisfy either of these conditions then it cannot be upheld.

- (a) that the child would have been offered a place if the admission arrangements had been properly implemented.

Please note that it is not enough to show that there had been a mistake in implementing the school's admission arrangements. The Panel must be satisfied that, had the arrangements been carried out properly, the child would have been admitted.

If you wish to appeal on these grounds, please explain how you feel the school has failed to implement the admissions criteria or to follow its procedures correctly. Please give as much information as possible and continue on a separate sheet if necessary.

(b) that the decision was not one which a reasonable admission authority would make in the circumstances of the case:

Unreasonable in this sense means irrational - a decision which was 'perverse in the light of the admission arrangements' and which no reasonable Admission Authority, properly aware of its duties, would make. Unless it is such a decision, the appeal must fail.

The circumstances the Panel must consider are, for example, the published admission arrangements, parental preference, the circumstances of the particular child and family and the practical consequences for the school if any of the appeals were to be successful.

If you wish to appeal on these grounds, please give your reasons, giving as much information as possible to explain your case. Please continue on a separate sheet if necessary.

I wish to appear in person *Yes / No*

I will not be available to appear on/between the following dates

Do you require an interpreter? YES/NO if yes please state which language.....

FULL NAMES OF PARENTS/GUARDIANS _____

Please state how correspondence should be addressed i.e. Mr & Mrs; Miss, Ms etc

SIGNATURE(S) _____ *DATE* _____