



THE APPEALS PROCESS

The Appeals Process cannot begin until the Waiting List has been determined. The Waiting List is determined according to the school's oversubscription criteria detailed in the Admissions Policy.

Any appeal will only be considered on the following grounds:

- a) the admission of your child would not take the class size above 30;
- b) the admission arrangements were unlawful or not in accordance with the School Admissions Policy, or a mistake was made in not offering your child a place, and that you would have been offered a place if the arrangements had been lawful and applied correctly and impartially to your application;
- c) that the Governing Body's decision to refuse admission was not one that a reasonable admission authority would make in the circumstances of the case.

If you believe that you have grounds for appeal you can contact the school office to make an appointment with the Chair of the Admissions Committee.

If you remain unsatisfied with the decision and you have evidence that any of the above grounds apply, you should obtain an appeal form from the school. Any appeal must be in writing and must reach the Clerk to the Appeals Panel (c/o the School) no later than **(date to be supplied)** Appeals received after this date will not be considered until after September .

You will be notified of the date for the Appeal hearing at least 10 school days before the hearing.

Should you need to provide any additional information, it must be submitted to the Clerk at least 5 school days before the hearing.

Appeals will be heard in private, at Hendon Town Hall with an independent panel. You may wish to attend the hearing and make oral representations. A friend may accompany you or another person may represent you.

The Governing body will provide a Presenting Officer to present the case.

The decision of the panel is made by a simple majority vote. If the votes are equal, the Chair of the panel has a second or casting vote.

The decision of the panel and the grounds upon which it is made will be given in writing to you, the Local Authority (Barnet) and to the Governing Body.

Further information can be found at:

<https://www.gov.uk/schools-admissions/appealing-a-schools-decision>