



School Admission Appeals Information for Parents/Carers

This document gives information about admission appeals and answers some questions you may have about the procedure.

1. How do I appeal for a place for my child at Oasis Academy Enfield?

If you wish to appeal you will need to complete the enclosed form and return it to: Clerk to the Independent Appeal Panel, C/O Oasis Academy Enfield – 9 Kinetic Crescent, Innova Park, Mollison Avenue, Enfield, EN3 7XH.

You should explain the reasons for your appeal in the form.

2. What are the grounds for making an appeal for Oasis Academy Enfield?

You can appeal against the decision not to give your child a place for any reason you choose.

The panel will consider whether the Academy's admission rules were properly applied to your child and whether the Academy would be prejudiced if your child is admitted to the school. You might like to refer to the Academy's Admission Criteria. A document setting out these criteria is attached.

3. Who will hear my appeal?

Your appeal will be heard by an independent appeal panel. The panel will have three members. These will include:

- At least one lay member. This is someone with no personal experience in the management or provision of education in any school (other than as a Governor or in any other voluntary capacity)
- At least one person with experience in education, who is familiar with educational conditions in the area, or who is the parent of a registered student at a school.

One of the members will be the Panel Chair. The Panel Chair will play a central part in conducting and controlling the hearing fairly.

None of the panel members will have been involved in allocating places to the Academy. None of the members will be members or former members of the governing body of the Academy. None of the members will be teachers or teaching assistants at the Academy.

The panel will also have a Clerk. The Clerk is not a member of the panel. He or she is an independent person who is fully trained. The Clerk's role is to act as adviser to the panel on law and procedure. The Clerk will ensure that relevant facts are established and the appeal hearing is fair. The Clerk will remain with the panel throughout the proceedings but takes no part in the decision.

4. What will happen after I send my appeal form?

Receipt of your appeal form will be acknowledged within 10 days by the appeal panel.

You will be given at least 10 school days' notice of where and when your appeal will be heard (unless you agree to less).

At that stage, you will be asked to provide any documents, information and evidence that you want to submit to support your case. You will be able to submit additional information closer to the hearing. It is, however, important that you do not send material too close to the hearing. If you do, the panel may have to adjourn to allow all parties the chance to consider the material and this will lead to delay.

You will be able to appear at the hearing, and explain to the panel why you think your appeal should succeed. Your child should not attend with you unless there are exceptional reasons. It is not normally necessary for you to bring witnesses to the appeal.

You may be accompanied or represented by a friend, adviser, interpreter or signer who may speak on your behalf at the hearing. Your companion or representative can be a Choice Advisor, a locally elected politician or a member of the Local Authority such as a Social Worker, Special Educational Needs Adviser or Learning Mentor, provided this will not lead to a conflict of interest, but must not be a member of the Academy Council (Governing Body).

An interpreter can be provided for you, if you make a request.

At least 7 working days before the hearing, the clerk will send you documents that relate to the hearing.

5. How will the appeal hearing be conducted?

Individual Hearing

The Academy will be represented by an Officer. This person will present the Academy's case and explain the reasons why the Academy decided not to admit your child.

You will present your case and explain the reasons why you say the Academy should give your child a place.

Group Hearing

If there are a large number of appeals, the panel may decide to hold the appeals together. This means that the Academy's representative will present part of the Academy's case to the panel with all the parents/carers involved. You, and the other parents/carers, will have an opportunity to question the Academy's case.

There is then likely to be a further, private hearing of your appeal. In this private hearing you will be able to explain your case without other parents/carers being present.

The Clerk will tell you in advance the order of proceedings. The private hearing is likely to proceed in the following order:

- a. The Academy's officer will provide individual information relevant to your child's appeal.
- b. You will have the chance to ask the officer questions and the panel may do so as well.
- c. You will have the opportunity to state your case in support of your appeal.
- d. The Officer and the panel may then ask you questions.
- e. The Officer will have the chance to sum up the case for the Academy.
- f. You will then sum up your case, if you wish to do so.

When the panel has heard all the evidence, the parent/carer and the Academy representative will depart. The panel will reach a decision as to whether to uphold or reject the appeal.

6. What will happen if I do not attend?

If you do not attend the hearing and it is not practical to offer an alternative date, the appeal will go ahead without you. The panel will look at any written information that you have provided.

7. How will the Panel decide my appeal?

The panel will take into account your preference and the Academy's admissions criteria.

There are two stages to the panel's decision:

- a. The first one is the factual stage. The Panel will decide three things:

Firstly, it will consider whether the admission arrangements were correctly applied to your child.

Secondly it will consider whether the relevant oversubscription criteria for the school and co-ordinated admission arrangements were properly applied.

Thirdly, it will decide whether there would be any prejudice to the Academy if your child is admitted. If they decide that prejudice would be caused, the Panel will then move onto the second stage.
- b. The second stage is a balancing stage. The Panel will balance the degree of prejudice to the Academy against your case for your child to be admitted.

Where there are multiple appeals, the panel may also compare all cases and decide which of them to uphold.

The decision of the Panel is binding on both the Academy and parents/carers.

8. When will I know the result of my appeal?

The decision letter will be sent to you as soon as possible after the hearing by the panel. If there are a large number of appeals, the decision on all the appeals will not be taken until the last one has been heard. The panel chair or the clerk will be able to tell you when this is likely to be.

9. What shall I do if I want to discuss other schools, which may be available for my child?

You should contact the Enfield Schools Admission Service (ESAS), in Education, Children's Services and Leisure, telephone 020 8379 5501. Staff within the Enfield Schools Admission Service will be able to let you know whether there are any alternative schools with vacancies. This will not affect your position should you decide to lodge an appeal.

10. Can I lodge separate appeals for a place at other schools?

Yes. The procedure for each operates independently. If you wish to make appeals for other schools, you will need to complete further appeal forms. You should contact the relevant schools or the Enfield Schools Admission Service.

The Local Authority is responsible for arranging admission appeals for community schools. For academies, foundation and voluntary aided schools, the governing bodies are responsible for arranging the appeals.

11. My child has been given a school I do not want. What shall I do?

You can write to the Enfield Schools Admission Service to say that you wish to reject the place, and this will be allocated to another child. **It is, however, important to realise that this will not give you a place at the school you are appealing for.** You should be very careful as you may find that this will leave your child without a school place. You may wish to discuss your situation with the Enfield Schools Admission Service before taking this step.

12. My child has a statement of Special Educational Needs and I want to appeal against the school named in the statement. Should I fill in the form?

No. If you want to appeal against the school named in the statement, or you want to complain that no school has been named, then you must make an appeal to the Special Educational Needs and Disabilities Tribunal. You can contact them on 01325 392 555 for further information.

13. Who should I contact if I have any questions?

The Academy's Admissions Officer will be able to help you with any questions or queries. The Admissions Officer can be contacted by email at enfield.admissions@oasisenfield.org or by telephone on 01992 655 400.