

# Oxfordshire Independent Panel - School Admissions

School Standards and Framework Act 1998

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## Appeal for preferred school

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### Pupil details

First names

Gender  Male  Female

Surname

Date of birth

Address

Refused admission to school year group

Post code:

Date of entry to preferred school

**Note:** You may be required to provide proof of you child's main residence

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### Parent/guardian/carer details

Title  Specify if other

Name

Relationship to pupil:  Parent  Guardian  Carer

Address (if different from above)

Telephone numbers

Daytime

Evening

Postal code:

Mobile

Email

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### If you are moving house

If you are in the process of moving house and this forms part of the reason for your appeal, you should forward the proof of exchange of contracts or tenancy agreement for the new address to the Clerk to the Panel as soon as possible.

New address

Expected date of move

Post code:

## Schools

School you would prefer your child to attend

School offered by Oxfordshire Local Authority (LA)

School/Nurse/your child currently attends (if applicable)

If the LA has refused your child admission to any other schools for which you have expressed a preference and you wish to appeal you must complete **a separate appeal form** for each school.

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## Notice of hearing date - agreement to reduction in notice time

1. The Clerk to the Independent Panel is normally required to give you at least 10 school days notice of the hearing date.
2. However, you may waive your right to that notice but this may result in the case papers being sent to you just before the hearing instead of the usual timescale.

I wish to waive my right to 10 school days notice of the hearing and I understand that this may result in a shorter time scale to consider the case papers.

### If you wish to waive your right print your name below

Print name

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## Special requirements

If you have any special requirements for the hearing please indicate below:

Interpreter  Yes  No

If yes, language required

Signer  Yes  No

If yes, give details

Any other special requirements

# Primary school appeals

If you are applying for a place in an **infant class** (usually F1, Years 1 and 2) read these notes before you complete this form.

Infant Class Size (ICS) Legislation - This refers to Government legislation that states that no child attending a maintained school and who is in an infant class can be taught in a class of over 30 pupils (except where certain specific and exceptional circumstances apply).

Where the ICS limit of 30 applies, the powers of the Independent Panel are limited and an appeal is, in law, a **review** (see question 3 on page 22 of the Guide to Admission Appeals document).

In ICS reviews your case can only succeed where it can be shown that:

- (i) your child would have been offered a place if the admission arrangements had not been contrary to the mandatory requirements of Part 3 of the SSFA 1998 or the School Admissions Code; and/or
- (ii) your child would have been offered a place if the (co-ordinated) admission arrangements had been properly implemented; and/or
- (iii) the decision to refuse admission was not one which a reasonable\* admission authority would have made in the circumstances of the case. *\*In legal meaning of the word reasonable*

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## Reasons - All appeals

You **MUST** give your reasons or your case cannot be processed.

### Instructions for primary school appeals

If your child will be in an infant class (usually year groups: F1 / Year 1 / Year 2), and the letter states your application has been refused because a qualifying measure would be needed at your preferred school you must complete at least one of the boxes 1,2,3,5.

If **it is not clear** if infant class size prejudice would arise, complete at least one of boxes 1,2,3,4,5.

### Instructions for secondary school appeals

Complete at least one of boxes 1,2,3,4

#### 1. Mandatory requirements

If relevant, please explain how the admission arrangements do not comply with the mandatory requirements and, if they had, your child would have been offered a place.

#### 2. Admission arrangements

If relevant, please explain why you believe a mistake has been made in administering the (co-ordinated) admission arrangements and, if no mistake had been made, your child would have been offered a place.

### **3. Disability discrimination claim**

If your child has a disability, as defined by the Equality Act 2010, and your case is that the Admission Authority has discriminated against your child when considering his/her admission to your preferred school - provide details:

### **4. NOT refused admission due to infant class size limits**

Where NOT refused admission because infant class size prejudice would arise give reasons for appeal.

### **5. Refused admission because infant class size prejudice would arise and a qualifying measure would be needed at your preferred school**

I/we think the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of our case.

You must show that the admission authority either ignored relevant information, or took into account irrelevant information, or the decision was irrational, wildly illogical, not based on the facts of the case - you must show that it was perverse in light of the admission arrangements to refuse to admit your child.

## Declaration and signature

I confirm that my child has been refused a place at this school.

I certify that I am the person with parental responsibility for the child named above and the information given is true to the best of my knowledge and belief.

I understand that, if I do not attend the hearing and I do not send a representative, my case will be heard in my absence using the information I have supplied on this form along with any other information I have submitted by my hearing date.

I have read the "Guide to Admission Appeals" document.

**To agree to the above declaration you must print your name below.**

Print name

Date

**Important: wherever possible, you should provide supporting evidence of your case, for example, a letter/report from a doctor or other professional people. The panel cannot contact your doctor or others; it is your responsibility to obtain any supporting evidence.**

Please use this tab if you would like to print your completed form.

**If you are posting this form, please send it to:**

**School Appeals Team, Democratic Services, County Hall, New Road, Oxford OX1 1ND**