

**If the school is full what is the point in appealing?**

The authority and the school do not want more pupils at the school than the school's admission number. However the onus is on the authority to convince the school appeal panel that the school is full. Even if the panel agrees that the school is full, it will then go on to consider your reasons for wanting the school.

**What happens if the school appeal panel accepts that the school is full but decides that my reasons for wanting the school outweigh the school being full?**

Your appeal will be allowed and the school will have to admit your child and go over their admissions number. The school appeal panel's decision is binding upon all parties.

**How long does it take for an appeal to be heard once I have submitted my form?**

This depends on the time of year and the number of appeals submitted by other parents/carers. There is an 'appeals season' for pupils transferring from primary to secondary (late May/June). There are also appeals throughout the year, for example for families who move address. In those cases, appeals will normally be heard within five weeks of the appeal being 'lodged' during term time only.

**What is meant by an appeal being 'lodged'?**

This means you have completed the form (available from our admissions team - contact details below) and returned it to us.

**How will I be advised of when and where my appeal will be heard?**

The clerk to the school appeal panel will notify you of the details in writing and 14 days before the date of appeal.

**How do I prepare for my case?**

When you complete the form to lodge your appeal you are asked to give brief reasons for your appeal. You can use this to remind yourself of the main points that you want to make when it comes to the school appeal panel meeting. You will also receive in writing, details of the authority's case about a week before the meeting so you will have an opportunity to read the case in advance. When completing the form, bear in mind that you are trying to explain why your child needs to attend the school of your preference and

why no other school is suitable. The way that you explain your case on the form is up to you.

We however think that three to five points written briefly is preferable to an 'essay type' explanation. It makes it easier for you to refer to the issues that are important to you when you are explaining your case in person. Please note that a member of the authority or the school for which you are appealing will not be able to help you complete the appeal form. For any additional advice about an appeal hearing you can contact the Advisory Centre for Education (ACE) at 1b Aberdeen Studios, 22-24 Highbury Grove, London N5 2EA. Their advice line is open from 2 to 5pm, Monday to Friday on 020 7354 8321.

**Do I have to attach any other documents to the appeal form?**

You should attach any documents that you would like the appeal panel to see. You must not expect the authority or the clerk to obtain any documents on your behalf.

**I want to attach a letter/report to my appeal, but I have not yet received it.****Can I send it in later?**

Yes, as long as it is with the clerk to the school appeal panel a week before the appeal is heard.

**Can I give written evidence/reports to the panel at the appeal?**

The panel does not have to accept written evidence that has not been submitted a week in advance of the appeal. The panel can decide not to consider information submitted at a short notice or could adjourn the appeal to a later date to give themselves and the authority time to consider any documents that have been submitted late.

The panel has the same power when dealing with any written information that the authority wishes to submit with less than a weeks notice.

**Who will be at the appeal?**

The three panel members, the clerk to the panel, yourself and a member of the authority who may be accompanied by the headteacher of the school. The meeting is not open to the public and anything that is said in it is treated as confidential.

**It all sounds very formal and daunting for parents and carers. Is it?**

No, not really. There has to be a procedure so that parents/carers are all treated in the same fair way. The panel will always try to ensure that you feel relaxed and have every chance to say all the things that you need to.

**Can I attend the panel meeting?**

Yes, most parents/carers and carers wish to attend so that they can explain their case in person. However if you wish the case can be considered on your written case and the authority's written case.

**Can I have someone with me to offer 'moral support'?**

The panel is happy to allow parents/carers to bring a friend or relation to the meeting.

**Do I need to bring my child(ren)?**

No. The panel does not need to meet or see your child(ren).

**Can I bring a solicitor?**

It is up to the panel to decide but it is almost unheard of for any legal difficulties to arise. The panel really wants to hear your reasons for wanting the school. Invariably you will be by far the best person to explain those reasons.

**How long does the appeal last?**

In most cases half an hour is ample time for everybody to have said what they need to.

**Where will the appeal be held?**

All appeals are held in term time only at a central location in Southwark during the day, Monday to Friday. You will be given 14 days written notice of the date, time and location of the appeal hearing.

**When will I be informed of the decision?**

If your appeal is one of a number for the same school, the panel will not make any final decisions until it has heard all of the appeals for that school. The clerk will then write to you with the decision within five working days. Where there are a number of primary to secondary transfer appeals it is likely that these will be heard over a period of days or even weeks if the number is very large. In these circumstances letters will be sent to all appellants as soon as final decisions have been taken after all the appeals for the school have been heard.

**Will the school appeal panel decide where my child will go to school?**

The panel can only take one of two decisions – either to allow your appeal or not.

**If my appeal is not successful what can I do?**

You may have accepted a place at another school (pending the outcome of the appeal), which will still be available. In the authority's case the nearest school(s) with vacancies will be indicated. You should accept a place at any school with a vacancy in the appropriate year group.

With regard to primary to secondary transfer, your child's name will remain on any application waiting lists you have requested them to be put on - in exactly the same way as if you had not appealed. Any vacancies that become available because other parents/carers decline places they have accepted will be offered to children in the sequence of the application waiting list.

**Is there any further right of appeal?**

This is done only in exceptional circumstances. Basically the decisions of the school appeal panel are binding. Unless there is a substantial change in circumstances, no further appeal is possible within a twelve-month period for the same school.

**If I think that the panel has not followed the correct procedure what can I do?**

If you believe that any procedure was not properly followed you have the right to complain to the Ombudsman. However, as the independent appeal clerk organises the school appeal panel procedure it is unlikely that the proper procedure will not have been followed.

Admissions and Appeals  
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Tel: 020 7525 5337

Email: [schools.admissions@southwark.gov.uk](mailto:schools.admissions@southwark.gov.uk)

This leaflet is about school admissions infant class education - answers to most frequently asked questions. For details, please take this leaflet to any of the places below. The receptionist will contact someone who speaks your language to explain this leaflet.

One stop shop, 122 Peckham Hill Street, SE15  
 One stop shop, 151 Walworth Road, SE17  
 One stop shop, Town Hall, Peckham Road, SE5  
 One stop shop, 17 Spa Road, SE16

স্কুল এডমিশন্স সেকেন্ডারী ক্লাস ইডুকেশন - বার বার জিজ্ঞাসিত প্রশ্নগুলোর সর্বাধিক উত্তর সম্পর্কে এই প্রচারপত্র। বিস্তারিত বিবরণের জন্যে উপরোক্ত যে কোন স্থানে অনুগ্রহ করে এই প্রচারপত্র নিয়ে যান। আপনাকে এই প্রচারপত্র ব্যাখ্যা করে দেওয়ার জন্যে আপনার মাতৃভাষা বলতে পারেন এমন কাউকে রিসিপিশনিস্ট যোগাযোগ করবেন।

Bengali

Ce dépliant vous renseigne sur les admissions en classes secondaires en répondant aux questions les plus fréquemment posées. Pour obtenir des détails, présentez ce dépliant à l'une des adresses ci-dessus. La réceptionniste contactera quelqu'un qui parle votre langue pour vous en expliquer le contenu.

French

Waxay warqaddaan ku saabsan tahay ku qorista dugsiya sare ee waxbarashada - Waxay ka jawaabaysaa inta badan su'aalaha lays waydiiyo. Waxii faahfaahino ah, fadlan u la tag warqaddaan mid ka mid ah meelaha kor ku xusan. Waxuu soodhoweeyaha ku la xiriirinayaa qof ku hadla luqaddaada si laguugu micneeyo warqaddaan.

Somali

Este folleto trata de la admisión escolar a una clase de 4º de primaria (*secondary class*): respuestas a las preguntas más frecuentes. Para los detalles, lleve este folleto a cualquiera de los lugares anteriores. contactará con un intérprete para que le explique este folleto.

Spanish

本單張講述有關學校收取高年班學生的資料 - 為你解答最常見問題。欲知詳情，請攜同本單張前往以上所列地點。接待員將會聯絡能說廣東話的翻譯員，為你解釋本單張的內容。

Chinese

Bu broşür, orta sınıfı eğitimi okul kayıtları hakkında bilgi vermektedir - En sık sorulan soruların yanıtları. Detaylı bilgi için lütfen bu broşürü yukarıdaki yerlerden birine götürünüz. Resepsiyon memuru, bu broşürü izah etmesi için dilinizi bilen biriyle ilişki kuracaktır.

Turkish

Tờ rơi này cho quý vị biết tiêu chuẩn để được nhận vào trường phổ thông và giải đáp hầu hết những câu hỏi mà quý vị quan tâm. Để biết thêm chi tiết, hãy mang tờ rơi này đến bất kỳ địa chỉ nào ở trên. Nhân viên lễ tân sẽ liên hệ với phiên dịch để giải thích tờ rơi này cho quý vị.

Vietnamese

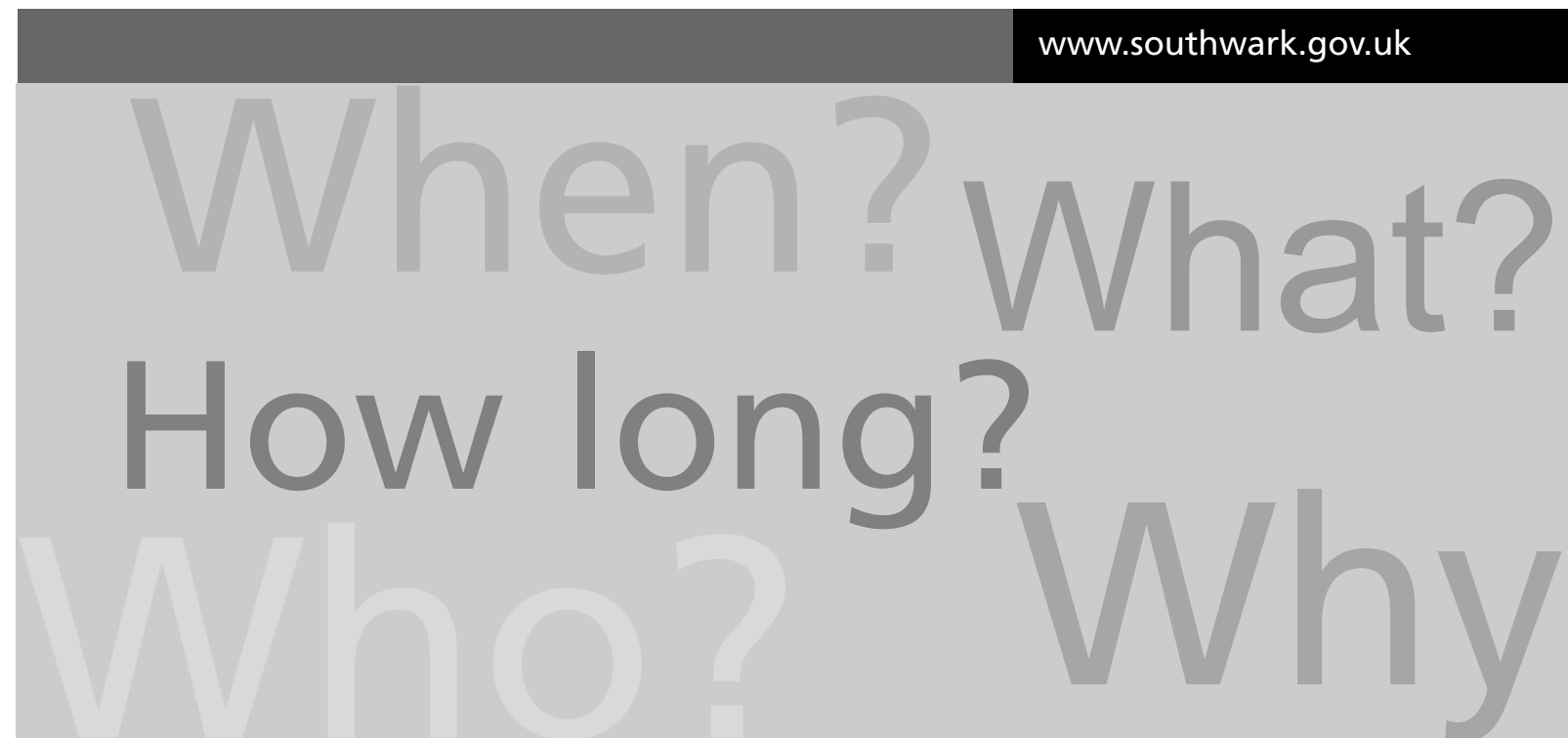
To receive this leaflet in large print or another format, please phone 020 7525 5052



# Admission appeals Secondary schools

## Answers to frequently asked questions

[www.southwark.gov.uk](http://www.southwark.gov.uk)



### When do I have a right of appeal?

When you are not offered a place for your child at the school of your preference because the school is full.

### If I accept a place at another school does this affect my right to an appeal?

No. You can still appeal for you preferred school if you accept a place elsewhere whether that is another school in Southwark or one outside of the borough.

### What does it mean to say a school is full?

Each school has an admission number. This is set each year after consultation between the school governors and the local education authority. That number is published in our booklet - Starting secondary school in Southwark. Once the number of children offered places has reached the admission number the authority considers the school to be full.

### Who sits on the school appeal panel?

A panel of three people hears the appeal. These people are either 'lay members' (people without personal experience of managing schools or the education service, other than in a voluntary capacity) or people with experience of education in the area (such as a teacher or parents with children at school). Two panel members will be from one category and one from the other. None of the three will have any connection with the school for which you are appealing.

### How do I appeal?

Complete an appeals form available from the admissions team (contact details at the end of this leaflet). The school appeal panel then hears the appeal.