

**Independent School Appeals Service  
Democratic Services**

Parent/Carer of

School Appeals (Democratic Services)  
Hounslow House,  
7 Bath Road,  
Hounslow,  
TW3 4DN

Your contact is: Joti Patel

Direct Line: 020 8583 3356

E-mail: [joti.patel@hounslow.gov.uk](mailto:joti.patel@hounslow.gov.uk)

Our Ref: SA 2023/JT

Your Ref:

Date: As Postmark

Dear Parent/Carer

**Re: Submitting your appeal registration form**

**Please note this only applies to appeals for London Borough of Hounslow Community Junior Schools only. Please see below for a list of Community Juniors Schools+. For any other schools, contact the school directly.**

To ensure that your appeal is not delayed, the latest date to send back your appeal form(s) is **Tuesday, 18 May 2022\*** (the date has been extended by 1 day from the published deadline to include the bank holiday for the King's coronation). Appeal registration forms received after this date might not be heard with the main appeal hearings for the school for which you wish to appeal and, in some cases, may not be heard until the beginning of the next school term in September 2023. All appeals will be heard within 40 school days as required by the School Appeals code 2022. A timetable for Appeal Hearings is available on the Council website. The appeal form and guidance can be downloaded from [www.hounslow.gov.uk/schoolappeals](http://www.hounslow.gov.uk/schoolappeals)

Decisions will be made as outlined in the School Appeals Code 2022 Section 3, which is a two-stage process.

Stage 1 - examining the decision to refuse admissions

Stage 2 - balancing the argument

Completed forms should be scanned and email to:  
[schoolappeals@hounslow.gov.uk](mailto:schoolappeals@hounslow.gov.uk) or send by post to:

Clerk to the Appeals Panel

Democratic Services

Hounslow House

7 Bath Road,

Hounslow

TW3 3BE

Incomplete/blank forms will be returned to you for completion if they are received without an outline of your main reasons for submitting an appeal. For clarity please say how you find the decision unreasonable or where admissions errors have been identified which have resulted in not being offered a place you would have otherwise received. A copy of the school's admissions arrangements can be found in the Transferring to Junior School in 2023 brochure on our website at [Starting School In Hounslow 2023](#)

If you are providing supporting documentation for your reasons for appeal, this should be sent to the Clerk to the Appeals at the address above at least 7 days prior to the date of your hearing. This would allow independent panel members sufficient time to review your written reasons. Additional supporting information submitted to the hearing may only be accepted at the Appeal Panel's discretion. If accepted, it may be necessary to adjourn the hearing to allow time for panel members to review your supporting information. This may cause a delay in any decision on your appeal or require another hearing to be arranged. It is important for you as a parent/carer to be satisfied that the Appeals Panel has properly considered all your reasons before making a decision.

Yours faithfully

Joti Patel  
School Appeals Co-ordinator

\*appeals submitted during the school term will be arranged within 30 days of receipt

**+ London Borough of Hounslow Community Junior Schools**

**Hounslow Heath Junior  
Strand on the Green Juniors  
Victoria Juniors**



# London Borough of Hounslow

For Office Use Only:  
Date Received:  
DEduc/School - Copy:  
SA Ref:

## SCHOOL ADMISSION APPEALS REGISTRATION FORM FOR JUNIOR TRANSFER

+London Borough of Hounslow Community Junior Schools Only  
(for all other schools, please contact the school directly)

Please complete this form if you wish to appeal for a place for your child at a school at which the Admissions Authority is unable to offer you a place. Your appeal will be heard by an Appeals Panel who are totally independent of the Admissions Authority and have had no involvement with any decision made to date about your child.

To ensure your appeal is heard as soon as possible, please return this form to  
**The Admission Appeals Co-ordinator, Democratic Services,**  
**3rd Floor, Hounslow House, 7 Bath Road, Hounslow TW3**  
**3EB**

**PLEASE PRINT CLEARLY IN BLACK INK AND COMPLETE ALL SECTIONS**

1. Child's details:

Forenames:

\_\_\_\_\_

Surname/Family name:

\_\_\_\_\_

2. Child's Date of birth \_\_\_\_\_

3. Current School Year: **2**

4. Gender: \_\_\_\_\_

5. Home Address

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

6. Present School (if not currently in School please state last school attended)

\_\_\_\_\_

7. Which school(s) do you want your child to attend? Hearings will be arranged separately for each school. You may wish to copy this form for each case.

**Please Note: Parents and Carers can only lodge an Appeal for a place at a school which was one of the Applicant's preferences.**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

8. Please give your contact details:

Title: Mr, Ms, Miss, Mrs, Mr and Mrs, and Dr etc (Please delete as necessary).

Full Name: \_\_\_\_\_ Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ Postcode: \_\_\_\_\_

Relation to Child? \_\_\_\_\_

e-mail 1: \_\_\_\_\_ e-mail 2: \_\_\_\_\_

9. **Contact Telephone Number:** (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Mobile (1) \_\_\_\_\_ Mobile (2) \_\_\_\_\_

10. Please state whether you will be attending the appeal hearing.

Yes (tick) \_\_\_\_\_ No \_\_\_\_\_ (tick)

Do you require an interpreter at the hearing?

Yes (tick) \_\_\_\_ No (tick) \_\_\_\_ If yes, which language \_\_\_\_\_

11. Sometimes there is an opportunity to arrange your appeal at short notice. This means that you waive your right to proper notice (it should be 10 working days) Please tick yes if you agree to have an appeal at shorter notice.

Yes (tick) \_\_\_\_\_ No \_\_\_\_\_ (tick)

12. What are your reasons for appealing for a place at the school? What problems would be created if your child did not get a place at the school? The appeal will be considered in private and you are encouraged to put down as much information as possible (please continue on a separate sheet if necessary).

Please note that if you have already appealed you will not normally be allowed to appeal again for the same school - unless there have been substantial changes to your circumstances.

My reasons for appeal are:

Large empty rectangular box for form completion.

Please continue on a separate sheet

**YOU MUST COMPLETE SECTION 12 AND SIGN THE FORM**

13. Your Full Name:  
\_\_\_\_\_ (please print)  
Signature \_\_\_\_\_

14. Date \_\_\_\_\_

**Please send this form to the Admission Appeals Clerk, Democratic Services, Hounslow House, 7 Bath Road, Hounslow, TW3 3EB**

***If you have any queries about the appeal, please contact Democratic Services 020 8583 3356 or email: [schoolappeals@hounslow.gov.uk](mailto:schoolappeals@hounslow.gov.uk)***



# London Borough of Hounslow

Hounslow Council works within an Equal Opportunities Policy. We would like to monitor our work and ensure that our school appeals process does not discriminate against particular ethnic groups, and therefore would be grateful if you would fill in this form and return it with your appeal form.

Please tick the relevant category in respect of your child.

Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	White European	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Indian	<input type="checkbox"/>	White UK	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	White other	<input type="checkbox"/>
Black other	<input type="checkbox"/>			Other Group	<input type="checkbox"/>

Department for Education (DFEE) categories

The information provided will not affect the Appeal Committee's decision, as they will not be given the information. It will not be kept on individual records and will only be used to provide aggregated / general statistical data. Your name does not appear on this form.

Please return this form together with your completed appeal registration form to the Clerk to the Admission Appeals Panel, c/o Democratic Services, Hounslow House, 7 Bath Road, Hounslow TW3 3EB



London Borough  
of Hounslow

# SCHOOL ADMISSION APPEALS



**A guide for parents/carers who wish to appeal  
for a place in a Hounslow school**

## School Admission Appeals

London Borough of Hounslow, Hounslow House, 7 Bath Road, Hounslow TW3

3EB E: [schoolappeals@hounslow.gov.uk](mailto:schoolappeals@hounslow.gov.uk) | T: 020 8583 3356

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

## Why do I need to appeal?

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When the year group for your child in the school of your preference has no vacancy, that is when the school has reached its published admission number, it is not possible for the School or the Local Authority to offer you a place. However, by law (under The School Standards and Framework Act) you have the right to appeal for your case to be considered by an Independent Panel.

Please note that you must have applied for the school place through the Admissions Team before you can appeal. The following online publications are produced each year to advise you how to apply:

- [Transfer to Secondary School](#)
- [Starting School in Hounslow](#)

Please refer to these or contact the Admissions Team for advice on applying.

## Who considers the appeal?

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Your appeal will be heard by an Independent Panel, consisting of three people drawn from a list of volunteers. These people are often school or parent governors, teachers or other people with an interest in education. However, they will have no personal connection with the schools for which they are hearing appeals and are completely independent of the Admissions Authority. You will be invited to come to a hearing to put your case to the Independent Panel.

## When will my appeal be heard?

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Appeal hearings generally take place during the day on week days during school term time. We aim to have a few appeal sessions per month, which should be sufficient to meet demand. Your appeal will be scheduled for the next available session after it has been lodged. However, at some times of the year there are exceptional numbers of appeals to be heard and the wait may be a little longer.

For appeals for transfer to secondary school, there can be very large numbers of appeals for individual schools. In these cases, to ensure that everyone is treated equally, the appeals are heard together. This usually means that the same panel will hear appeals for that school over a period of a few days. A similar situation can arise with appeals for transfer to primary school for reception places.



## Where will my appeal be heard?

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Normally appeal hearings take place in one of the meeting rooms on the 6th floor at Hounslow House. There will be a designated waiting area outside the room and the Clerk to the Appeal Panel will come to collect you when the Panel are ready to see you.

## How much notice will I get of the appeal date?

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We normally give you two weeks' notice of the appeal hearing and a week before the hearing the Education Authority, or the School in the case of Voluntary Aided Schools, Academies or Free Schools, will write to you to explain why it has not been possible to offer your child a place at the school of your preference.

Sometimes appeals are withdrawn shortly before a hearing because it is possible to offer the child a place. This means that other parents can be offered a hearing at shorter notice, if they are willing to accept this.

## Who attends the hearing?

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Normally those attending will be the three Independent Panel members, the Clerk to the Panel, and representatives of the Local Authority and/or the School, as well as yourself and any representative you wish to bring.

You do not have to attend the appeal. Someone who is prepared to represent you can attend on your behalf or the appeal can go ahead using the written appeal statement and any supporting paperwork that you have provided. Please indicate on the appeal form if you do not wish to attend the hearing. You will still be notified when the appeal hearing will be in case you change your mind. Equally, if you have indicated that you will attend and you are then unable to, please notify the clerk.

One of the three Panel members will have been elected as Chair to the Panel and will lead the proceedings. The Clerk is there to advise the Panel on procedures and to ensure that the hearing proceeds correctly.

Please feel free to ask the Clerk any questions if you are unsure of the procedures to be followed or what is happening at the hearing.

The Admissions Authority representative is there to explain the reasons why it has not been possible to offer your child a place at the school of your preference. They will also explain what the problems will be for the school if another child were to be admitted in that year group.

## **What information do I need to supply?**

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The Appeal Panel makes a decision based on the information they are given by both you and the Admissions Authority.

The better the information they receive, the better their judgement is likely to be. Please supply as much information and evidence as you can to support your case. For example, if you refer to medical problems, a letter from your doctor or hospital is helpful.

Social worker reports or letters of support from the current school may also be relevant in your case. Please let us have this information 5 working days before the hearing so that the Panel have the opportunity to consider it fully. If this is not possible, please bring it with you. The Panel will decide whether to accept additional information presented at the hearing.

## **I have a disability, is special help available?**

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The meeting rooms on the 6th floor of Hounslow House are accessible. Please tell us if you have special requirements and we will do our best to meet these. We can provide large print or signers if you ask us in advance of the hearing.

## **I need help with English**

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We can provide interpreters, free of charge, if you ask us in advance of the hearing. We can also translate written material if you need this service. Please contact the Clerk to the Appeals Panel for this service.

## Can I bring someone with me?

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Please do. We encourage all parents to bring a friend, relative or representative who can help you put your case or provide general support. Please advise the Clerk to the Appeals Panel the name(s) of anyone you are bringing with you.

## Will the hearing be formal?

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The intention is to make the hearing as informal as possible, within the confines of the legislation, which governs School Admission Appeals.

The important thing is that you feel that you have had every opportunity to explain your case.

## How long will the hearing take?

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We normally allow 20 minutes for each hearing, since experience has shown that generally this is a reasonable amount of time for all sides to put their case. However, this is not prescriptive. Some appeals take a little longer, some a little less time. You will be allowed reasonable time to present your case fully.

## What happens at the hearing?

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When you enter the room you will be invited to take a seat facing the Appeals Panel of three people. The representative of the Admission Authority and/or the School will be invited to come in at the same time.

The Chair and the Clerk will introduce all the other people present and will explain the proposed order of the hearing.

The usual order is as set out below:

1. The representative(s) of the Admission Authority/School will be asked to put the School's case to the Appeals Panel.
2. The parents/carers and the Appeal Panel may then ask questions of the Admission Authority/School's representative.
3. The parents will be asked to give their reasons for appealing.

4. The Panel and the Admission Authority/School's representative(s) may then ask questions of the parents/carers.
5. The Admission Authority/School's representative(s) will be asked to sum up.
6. The parents/carers are given the opportunity of having the last word.

It is very important that you feel that you have had a fair hearing and the opportunity to provide the Panel with all the evidence you think they need to make an informed decision.

## **What is the role of the Appeals Panel?**

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The Appeals Panel has the power to require the school to make an extra place available if they believe this is appropriate in your case. To make this decision there are certain rules the Panel must follow, set out in the School Admission Appeals Code. The rules for appeals for places in Infant School classes are different to the rules for appeals in other classes.

## **How does the Appeals Panel reach its decision?**

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For most appeals, the Panel is required to make its decision in two stages. At the first stage the Panel has to consider the school's case alone and to decide whether they feel that there would be 'prejudice to the provision of efficient education and efficient use of resources', that is, would there be a problem for the school if additional pupils were to be admitted to the school.

The Panel must also be satisfied that the published admission arrangements are legal; and that these were correctly applied to your application for a place.

If the Panel decide that there would be no problem (no prejudice) for the school to take extra pupils, the appeal will be upheld at the first stage.

On the other hand, if the Panel accept that there would be prejudice, they move to the second stage. At this stage they look at the individual circumstances of your case and are asked to decide whether on balance the problems you face in not having a place for your child at that school, outweigh the prejudice to the school of admitting additional pupils.

If the Panel decide that your circumstances do outweigh the prejudice to the school, your appeal will be successful. However, if they feel, taking all the points

you have raised into account, that the problem for the school is greater, your appeal will be unsuccessful.

Different rules apply for Infant Class Size appeals where the law seeks to restrict the number of children in each class to 30 pupils with one teacher. For these appeals to be successful, you will need to show:

- The admission of additional children would not breach the Infant Class Size Limit.;
- That the admission arrangements were not legal and were not correctly and impartially applied to your application and that your child would have been offered a place if no error had been made.
- Or that the Admissions Authority had not acted “reasonably” in the circumstances of your case. This is a tough test for which you would need to provide evidence to the Panel.

## **When will I be notified of the decision?**

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We aim to write to you with the decision as soon as possible after it has been made. The time does vary. Sometimes an appeal panel will be hearing appeals over several days. The panel makes all their decisions at the same time after they have heard all of the appeals for that school. All parents will be notified of the decisions at the same time, although the day they attended for the hearing will vary.

You will be told at the end of the hearing when you can expect to receive a letter with the decision.

## **What happens next?**

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The decision of the independent appeal panel is final and binding on all parties. If your appeal is successful, arrangements will be made via the School for your child to start.

If the appeal is unsuccessful, you have no further right of appeal. You do have the right to complain to the Local Government Ombudsman, but only where you believe there have been faults in the procedure the appeal hearing has followed, not simply because you do not like the decision the Panel has made.

## Contacts

**School Admission Appeals:** 020 8583 3356

Email: [schoolappeals@hounslow.gov.uk](mailto:schoolappeals@hounslow.gov.uk)

**School Admissions:** 020 8583 2721/2711

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

### **Department for Education (DofE)**

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

[DfE Appeal Guide for Parents/Carers](#)

The Advisory Centre for Education (ACE) is a national charity that provides free, independent advice and information to parents and carers on a wide range of school based issues, including admissions and appeals.

### **Contact details for ACE are:**

[www.ace-ed.org.uk](http://www.ace-ed.org.uk)

General Advice Line - Freephone 0300 0115 142

(Monday to Friday 10am to 1pm)

School Admission Appeals  
London Borough of Hounslow  
Hounslow House  
7 Bath Road  
Hounslow TW3 3EB  
Email: [schoolappeals@hounslow.gov.uk](mailto:schoolappeals@hounslow.gov.uk)  
Telephone: 020 8583 3356

**[www.hounslow.gov.uk](http://www.hounslow.gov.uk)**