

Independent School Appeals Service
Democratic Services

School Appeals (Democratic Services)
Hounslow House
7 Bath Road
Hounslow TW3 3EB

Parent/Carer

Your contact: Joti Patel
Direct Line: 020 85833356
E-Mail: joti.patel@hounslow.gov.uk
Our ref: SA/TT Your ref:
Date: as postmark

Dear Parent/Carer

Re: Submitting your appeal registration form – In-Year Infant Admissions

Please note, to ensure that your appeal is not delayed, that all details have been completed. All appeals will be heard within 30 school days as required by the School Appeals code 2012. A timetable for Appeal Hearings is available on the Council website. A guide to appeals is available on the following link:

https://www.hounslow.gov.uk/downloads/file/553/school_admissions_appeal

Section 1 of the School Standards & Framework Act 1998 (as amended by the Education Act 2002) and the Education (Infant Class Sizes) (England) Regulations 1998 limit the size of an infant class during an ordinary teaching session to 30 pupils per school teacher.

Sections 4 of the School Appeals Code 2012 requires an appeal panel to review the following when considering an infant class size appeal and can only uphold an appeal where it is satisfied that either:

1. That the child would have been offered a place if the admission arrangements had been properly implemented or as a result of admission arrangements which were contrary to mandatory provisions in the current School Admissions Code and the School Standards and Framework Act 1998; and /or
2. That the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case; and/or
3. There would not be prejudice to the provision of efficient education or efficient use of resources.

Completed forms should be sent to:

Clerk to the Appeals Panel
Democratic Services
Hounslow House
7 Bath Road
Hounslow, TW3 3EB

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.

If you are providing supporting documentation for your reasons for appeal, it would be helpful if this could also be sent to the Clerk to the Appeals at the address above at least **5 days** prior to the 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. 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
Democratic Services
London Borough of Hounslow



London Borough of Hounslow

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

SCHOOL ADMISSION APPEALS REGISTRATION FORM FOR IN-YEAR ADMISSIONS – INFANTS (RECEPTION, YEARS 1 AND 2)

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. Hearings are usually held during the day at Hounslow House.

To ensure your appeal is heard as soon as possible, please return this form to **Clerk to the Appeals Panel, Democratic Services, Hounslow House**
7 Bath Road, Hounslow TW3 3EB

PLEASE PRINT CLEARLY IN BLACK INK AND COMPLETE ALL SECTIONS

1. **Child's name:**
Forenames: _____
Surname/family name: _____
2. Date of birth _____
3. Current School Year R 1 2 (please circle)
3. Boy / Girl _____
4. Address _____
_____ Postcode _____
5. Present School (if not currently in School please state last school attended)

6. Which school(s) do you want your child to attend? (hearings will be arranged separately for each school)
 1. -----
 2. -----
 3. -----

(please note that an application for admission to the school must have been considered before you can appeal for a place at the school)

7. Please give your contact details:

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

Name: _____ Name: _____

Address: _____ Address: _____

Postcode: _____ Postcode: _____

e-mail: _____ e-mail: _____

8. **Contact Telephone Number:** (Day) _____ (Evening) _____

Mobile (1) _____ Mobile (2) _____

9. Please state if you will be attending (tick) Yes:----- No:-----

10. Do you require an interpreter? _____

If yes, which language: _____

(We can arrange an interpreter for your appeal about a week in advance.

Meanwhile, if you are unable to attend or no longer wish to appeal please let us know at least 24hours before your hearing).

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:----- No: -----

12. The School for which you are appealing has declared that the class size has reached 30 pupils and that, therefore, the School cannot admit your child. Please note that there are only two procedural grounds under which an Appeal Panel can uphold an appeal for this School:

(a). If the Panel find that the Admission Arrangements were in order and your application correctly processed, that the decision was not one which a reasonable admission authority/governing body would make in the circumstances of the case;

Please note that "reasonable" is used here in a strictly legal sense to indicate perverse action by an Authority which would be unlikely to be sanctioned by the Department for Education.

If you wish to appeal on these grounds, please give your reasons, giving as much information as possible to explain your case. Please continue on a separate sheet if necessary.

- (b). That the child would have been offered a place if the admission arrangements had been properly implemented.

Please note that it is not enough to show that there has been a mistake in implementing the school's admission arrangements. The Panel must be satisfied that, had the arrangements been carried out properly, the child would have been admitted.

If you wish to appeal on these grounds, please give your reasons, giving as much information as possible to explain your case. Please continue on a separate sheet if necessary.

13. Your Name _____

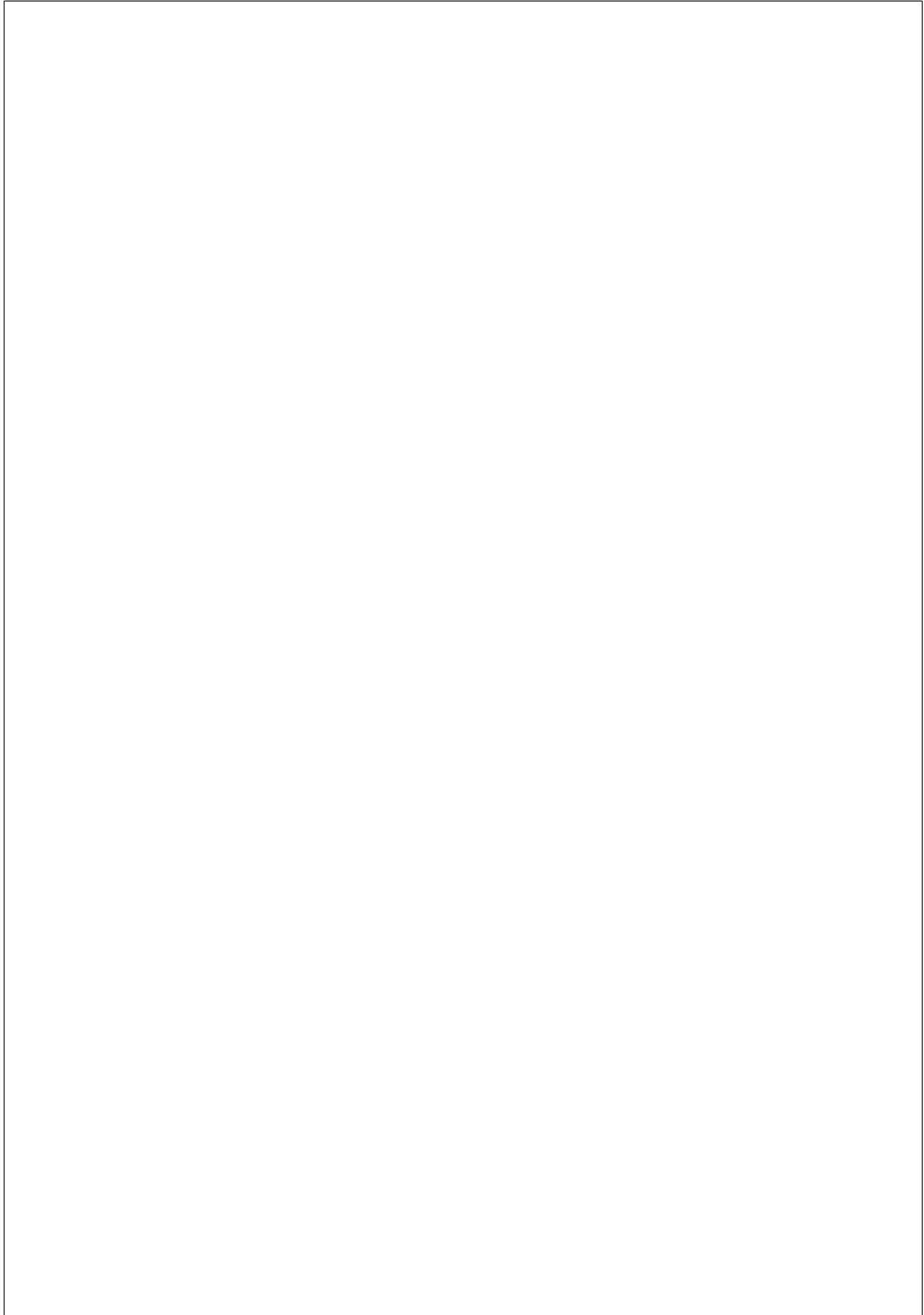
Signature _____
Parent/Guardian/Relative/Other

14. Date _____

**Please send this form to the Clerk of the Appeals Panel,
Democratic Services
7 Bath Road,
Hounslow, TW3 3EB.**

Tel: 020 8583 3356 or email : schoolappeals@hounslow.gov.uk

Please continue on this sheet if necessary:

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to provide further information or continue their response on this sheet if necessary.

Please continue on another sheet or provide further information if necessary.

You may wish to take a copy of this form for your records before returning it.

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		Chinese		White European	
Black African		Indian		White UK	
Black Caribbean		Pakistani		White other	
Black other				Other Group	

Department for Education 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 Appeals Panel, Democratic Services, Hounslow House
7 Bath Road, Hounslow TW3 3EB