

## **FAQs for Grammar School Appeals**

### **My child has not been given a place at the school I applied for, what can I do?**

You are entitled to appeal the decision to refuse your child a place at any school you named on your common application form. In most cases this will be because the school is full and there were other children who more closely met the school's oversubscription criteria. Alternatively, if you applied for a grammar school and your child did not achieve the entrance criteria a place has been refused as your child does not meet the admission arrangements for the school.

### **How will my appeal be considered?**

Your appeal will be considered using the written submission(s) you have made, and you will be required to attend a meeting. It is important that you send in any information that you feel would support your case as the panel will not be able to consider evidence if it is not submitted. To support your appeal, you could include school reports/assessments and references from your child's current school that show your child is of grammar school ability. School work should not be submitted.

To assist with your case, the school's generic defence statement is available on our website setting out the implications of awarding additional spaces through the appeals process. If you have an equality consideration that prevents you from providing a written statement and attending the hearing and you do not have reasonable support to do so, you should make the school aware at your earliest convenience. Although the panel would have a duty to consider your reasons, there would need to be clear grounds for them to identify an alternative format for your appeal to be heard.

### **When will my appeal be considered?**

For your appeal to be considered by 18<sup>th</sup> June 2025 you must submit your appeal between the 3<sup>rd</sup> and 31<sup>st</sup> March 2025. For applications made in the normal admission round, appeals must be heard within 40 school days of the deadline for lodging appeals. For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeals being lodged. Any appeals received after this time will be considered when reasonably possible.

Once you have submitted your appeal you will be told by the Clerk to the panel when and where your case will be considered.

### **Who will consider my appeal?**

Your case will be considered by an Independent Appeal panel. There are usually 3 people on the panel, at least one member will have experience in education and at least one will be a lay person, they are independent of the school, the Trust and the Local Authority. They make the decision on whether to uphold or dismiss your appeal. If the panel upholds your appeal the school must offer your child a place at the school. If the panel does not uphold your appeal, then the school will not offer your child a place at the school.

There will also be a Clerk in attendance, they are also independent of the school, the Trust and the Local Authority and are responsible for the administrative arrangements for the appeal, keep the official note of what is discussed and give independent and impartial advice on the appeals process and admissions law to the panel members.

### **How do I make an appeal?**

Your appeal must be made in writing addressed to the Clerk to the Appeals panel, Coolinge Lane, Folkestone, Kent CT20 3RB or by email to: [npetrie@folkestonegirls.kent.sch.uk](mailto:npetrie@folkestonegirls.kent.sch.uk)

### **What else should I do before I make an appeal?**

You should also consider accepting any offer of a school place you receive to ensure that your child has a place should your appeal not be successful. Accepting another offer has no bearing on your appeal and the appeals process and does not limit other options available to you.

### **How do schools allocate places?**

When a school receives more applications from parents than it has places available, not every child can be successful in securing a school place. The school will use its admissions criteria, also known as oversubscription criteria, to decide which children to allocate places to, this sets out the order in which they will allocate places. Before you make an appeal, it will be helpful for you to understand how the school allocated their places, so you can understand why your child did not get a place. You can do this by looking at the school's admissions policy on the website.

### **What information does this school give to the Panel?**

Here are some key questions and answers that the panel would normally ask the school in relation to the school case. This information is given to the panel. For further information please refer to the school's generic defence statement.

- **How many appeals have been successful in previous years and did this result in the school having to exceed its Published Admissions Number?** The Folkestone School for Girls had 18 successful appeals in 2024, 11 in 2023, 11 in 2022, 15 in 2021 and 7 in 2020. The school did exceed its published admissions number, although in 2021 FSG extended its PAN to 210 for one year only so this was not exceeded by the successful appeals.
- **How do the school organise the classes?** This is included in the defence statement.
- **How many additional students can be accommodated in each class without impacting the level of education received?** This is included in the defence statement.
- **How do you measure the home/school distance and how do you ensure it is correct?** To assess the nearness of a child's home to school, we use the distance (as supplied by the LA) between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPOG) address point data. Distances are measured from a point defined as within the child's home, to a point defined as within the school, as specified by NLPG. The same address point on the school site is used for all applicants.
- **If the panel decided that the school could admit additional students, what would be the impact on the school, in particular in relation to Health and Safety issues and what strategies are you able to put in place to ease the problem?** This has been included in the defence statement.

### **What information should I give to the Panel?**

It is important that you clearly set out the reasons why you believe your child should have a place at your choice of school. You can make an appeal because you want your child to attend a particular school over any other, but the stronger your reasons, the better chance you have of your appeal

being successful. You should focus on what the school can offer that meets your child's needs. This can include what the school can offer that other schools cannot and what the impact will be on your child in not attending the school of your choice. To support your appeal, you could include school reports/assessments and references from your child's current school that show your child is of grammar school ability.

Every school has a Published Admission Number (PAN). The PAN is the maximum number of pupils that they will admit to each year group. You may believe that the school could take additional pupils, if so, you could ask the school to provide you with information to help you make your case.

You can also appeal if you believe that the admission authority did not apply their admission arrangements properly and if they had applied them properly, they would have offered your child a place at the school. You should explain why you believe this is the case and refer to the part of the admission arrangements that you believe has not been applied properly.

### **Is there anything that the Panel will not accept?**

Yes. Examples of schoolwork your child may have undertaken will not be accepted as the panel will not be able to make a proper judgement about its quality. The members would have nothing to measure it against and would not know the depth of the work submitted. Also, they would not know whether the work had been carried out unaided.

### **Can I submit additional evidence after the deadline submitting my appeal?**

It is suggested that you provide all your information at the time of appealing, however if you cannot send all the information and supporting evidence you want to at the time you submit your appeal, it is important you send it at your earliest convenience.

You will be supplied with a copy of all your case papers at least 10 calendar days in advance of the date when the panel will meet to decide your appeal. At this time, you will be issued with all documents relating to your appeal, including the individual statement as to why a place was not offered to your child.

Within the first 5 calendar days of these papers being issued to you, you will have an opportunity to add any further information. After that, no further information can be received as the panel would require sufficient time to consider your case.

### **What happens at an appeal hearing?**

The Panel will hear the individual appeal cases separately. The hearing itself will consist of the Panel, the Clerk (who takes no role in the decision process), a representative from the school and the parent(s) appealing. The Panel first gives the school the opportunity to put their case, and this will include the individual reasons for refusing a place. The Panel will ask the school questions and parents will have the opportunity to ask questions of the school.

The Panel will then give the appellant the opportunity to put the main points of their case verbally, although the Panel will have already read the written case very carefully. The Panel may ask questions of the appellant to enable a clear picture to be portrayed. The school may also ask questions of the parent. There is then a very short summing up by both the school and the parent and at that point no new information may be included. The appeal is then ended, and the school representative and the appellants will leave the room.

## **Decision Making**

The panel considers each individual case, and makes its decision based on the information heard during the individual appeal hearing. All discussions and decisions are made in private, with only the Panel and the Clerk present. For all appeals, the panel must decide if the school's admission arrangements were correctly and impartially applied in the individual's case and decides whether "prejudice" would arise were the child to be admitted.

If the child was not offered a place at the school on the grounds of their Shepway/Kent Test result, then the panel must consider the child's academic attainment. If they do not find the adequate academic evidence, the appeal is not successful, and the panel are not required to move to the second stage.

At the second stage, the panel will consider and balance the prejudice to both the school and the appellant based upon the school's defence statement. The panel will then discuss and decide to either uphold or dismiss your appeal. They will weigh up your case for wanting your child to attend the school against the school's arguments for not being able to admit another child. The panel will uphold your appeal if it finds that the negative impact on your child of not attending your preferred school outweighs the case put forward by the school's case as to why it cannot admit any more pupils.

## **When will I be told if my appeal has been successful?**

You will receive notice of the outcome by email. If you have not supplied an email address, the decision is sent by first class post. If the panel is hearing many appeals, this may be up to 7 calendar days after the last appeal is considered.

The decision of the appeal panel is binding and only the courts, by way of a judicial review, can overturn a decision.

If the panel upholds your appeal, the school must admit your child.

If the panel does not uphold your appeal, you still have options you may wish to consider.

You may wish to put your child's name on the school's waiting list (if you have not already done so), even where you have accepted a place at another school. The school can only add a name to the waiting list if your child has qualified academically, i.e. is assessed as being of grammar ability via the Shepway or Kent Test.

Schools must operate a waiting list for at least the first term of each school year of admission (until 31<sup>st</sup> December). Children who are on the waiting list are ranked by how closely they match the school's oversubscription criteria, not how long they have been on the list. It is your responsibility to secure suitable education for your child and you may want to seek an alternative school place.

If your child is without a school place, contact your Local Authorities Admissions Team depending on where you are located. They will be able to advise/inform you of other available places in the area.