



PLEASE RETURN FORM TO:  
Clerk to the Education Appeals Panel  
c/o Democratic Services  
City Director  
Civic Centre, Glebe Street  
Stoke-on-Trent  
ST4 1RN  
**Clerk to the Panel**

(SCHOOL STANDARDS AND FRAMEWORK ACT, 1998)

## ADMISSION OF PUPILS TO SCHOOLS *APPEAL FORM*

**APPEAL FORM FOR REFUSALS MADE ON THE GROUNDS OF INFANT CLASS SIZE PREJUDICE**

Please complete this form if you are appealing for a place *in Reception to Year 2 only*.

**PART 1 – PUPIL’S DETAILS** (*Please complete in BLOCK CAPITALS*)

Surname Name ..... Forename(s) .....

Date of Birth ..... Female  Male

Full Name of Parent(s) Mother.....  
Father.....  
OR Guardian.....

Address for Correspondence: .....  
.....  
..... Post Code:.....  
(Please note this is the address to which all correspondence will be sent.)

Telephone: Home..... Mobile..... Work:.....  
E-mail address ..... (your appeal may be acknowledged via email if provided)

**PART 2 – SCHOOL DETAILS**

- Name of the School your child now attends or last attended .....School
- Name of School and Year Group for which you are appealing .....School  
.....Year Group
- Name of School where a place has been offered (*if appropriate*)  
.....School
- Do you have any other school aged children living at the same address? If so please write their name(s) below.

Name of Child	Date of Birth	Year Group	School Attended

*Continued overleaf/.....*

<b>For Office Purposes Only</b>	
Date Received by Clerk .....	Letter No(s) <input type="checkbox"/> <input type="checkbox"/>
Year .....	Ref. No. ....
Date of Hearing .....	

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**PART 3 – APPEAL PROCEDURE**

**Verbal Appeal** (this means that you will attend the appeal in person)...

Do you (or your representative) wish to attend the appeal hearing?

If so, do you need any help? (ie help with language (please state which language), wheelchair access, do you have hearing difficulties etc?)

.....  
**OR**

**Written Appeal** (this means that you will not attend the appeal)....

Do you wish your case to be considered using the written information in Part 4 of this form?

**PLEASE TICK APPROPRIATE BOX**

**PLEASE NOTE: If you ask for a VERBAL appeal, it may help to know that, subject to the number of appeals on the day, you may be expected to attend for several hours.**

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**PART 4 – REASONS IN SUPPORT OF YOUR APPEAL**

Please read the notes below to help you complete this Section.

**You MUST complete this Section even if you have indicated that you wish to have a Verbal appeal.**

If you prefer a written appeal, the information given overleaf is extremely important, as the Panel will use it to give proper consideration to your appeal. Please attach any additional information to the form.

**When you are appealing on the grounds of infant class size prejudice, there are limitations and these are outlined below.**

**Your case must relate to the points a), b) and c):-**

**Limitations of Independent Admission Appeal Panels**

Where a child has been refused admission to a school on infant class size prejudice grounds, an appeal panel can only offer a place to a child where it is satisfied that either:

- a) the child would have been offered a place if the admission arrangements had been properly implemented;
- b) the child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the School Standards and Framework Act (SSFA) 1998; and/or
- c) the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

In relation to points a) and b) it is not enough to say that there has been a mistake in implementing the school's admission arrangements. The appeal panel can only uphold the appeal in cases where it is clear that the child would have been offered a place if the admission arrangements had been properly implemented or were not contrary to mandatory provisions in the School Admissions Code and the SSFA 1998.

In relation to point c) the appeal panel must consider whether the admission authority's decision was one which a reasonable authority would have made in the circumstances of the case. In order for an appeal panel to determine that the decision to refuse was unreasonable, it will need to be satisfied that the decision to refuse to admit the particular child was 'perverse in the light of the admission arrangements, i.e. it was **'beyond the range of responses open to a reasonable decision maker'** or **'a decision which is so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it'**.

