

NOTICE OF APPEAL AGAINST ADMISSION DECISION FORM (September 2025 entry)

Please read the guidance before completing and submitting your appeal form.

If your child has not been offered a place at Swanshurst School, this will be because we have received more applications than there are places available and other children more fully met the admission criteria. The Swanshurst School Admissions Criteria for 2025 can be found on the school website. <https://www.swanshurst.org/admissions/2074.html>

Before you submit your appeal form, we would like to draw your attention to the Local Authority guidance on appealing for places at your preferred school. The guidance is as follows: -

- You can only appeal if you have been refused a place at a school you named as a preference on your application.
- Your child's name will be added to the waiting list for any higher preference schools than the one offered. The waiting list is ranked in line with the school's oversubscription criteria.

You do have a right to appeal for a place for your child. In deciding on whether you have a good chance of your appeal being allowed, it may be beneficial to consider the following guidance from the Local Authority: -

- Have you been realistic in the school preferences you put forward for your child?
- Are there exceptional circumstances that would prevent your child from attending the school offered or any of the alternatives available?
- Do you have genuine reasons why your child should attend a particular school?
- Would your child be disadvantaged by not attending a particular school?
- Do you have any evidence or documents to demonstrate the points you are making?
- Has a mistake been made which meant that your child wasn't offered a place at a school you applied for? If you feel this is the case, you must contact the School Admissions and Pupil Placements team at the Local Authority on 0121 303 1888. This team manages the applications received and offers made for places at Swanshurst School.

Please carefully consider the likelihood of your appeal being successful. Appeals are only generally successful if you or your child have **exceptional** reasons for appealing for admission to a particular school. *The appeals process is not a second chance to apply for your school of choice.*

All appeals will be heard by an independent panel who will consider two main questions: -

- Was the school's decision made properly and in accordance with admissions law and its own admissions criteria (The Local Authority manage this stage of the application process for Swanshurst School).
- Are your child's individual circumstances so exceptional that it would be worse for them not to have a place at a specific school than it would for that school to accept an additional child? This is called the balance of prejudice test.

You are not limited on the reasons for which you base your appeal however, the following is a list of reasons that the panel are unlikely to consider as exceptional: -

- *You consider the school to be better than the one offered:* The appeals process is not an opportunity to make a second application to your preferred choice.
- *My child is very able and will be an asset to the school:* Swanshurst School is not academically selective, academic ability is not part of the selection criteria for Year 7 entry.

- Swanshurst School *is the closest school to me*: Swanshurst School is a popular school in the local community, places are allocated based on the school's Admissions Criteria, the distance factor is calculated by the Local Authority and applied when making offers for the 160 places available.
- *Children who live further away were offered a place*: This will be because those children have a higher priority based on the school's admissions criteria (they may be a sibling of a student already at the school for example).
- *My child's friends/cousins attend the school*: Swanshurst School admissions criteria only recognises siblings when allocating the 160 places available.

Submitting your appeal: Please return your completed form by **9.00am on Wednesday 9th April 2025** to Mrs T Davies, Administrator to Admissions Appeals Panel, Swanshurst School, Brook Lane, Billesley, B13 0TW. Email: TDavies@swanshurst.org Tel: 0121 464 2400.

Ms Clarke is our independent clerk and will manage your appeal. **You will not hear from Ms Clarke until after the appeals deadline has passed.** Once the hearing dates have been confirmed, Ms Clarke will correspond with you after the school Easter holiday when you will be sent full information relating to the appeals process.

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PLEASE COMPLETE IN BLOCK CAPITALS AND BLACK INK

Important information:

Does your child have a statement of Special Educational Needs? If they do, this form cannot be used to submit an admission appeal. You must contact the Statement of Educational Needs Assessment and Review team (SENAR) for assistance on 0121 303 1888.

I (insert parent/carer name)		wish to appeal for a place at
Swanshurst School for my child		
Child's surname:	Child's forename(s):	
Address:		
Postcode:		
Date of Birth:	Present Year Group:	
Current School:		

Do you have any other children attending Swanshurst School: No/Yes (please delete)	
If yes please state:	
Name of sibling	Current year group

You are encouraged to attend the appeal personally (your child may also attend) and you may bring a friend/representative with you to assist in the presentation of your case if you so wish. If you are unable or unwilling to attend, the appeal will be heard in your absence on the basis of any written evidence which you submit.

Do you wish to attend the appeal? YES/NO

Will you bring a friend/representative with you? YES/NO

Reason(s) for appeal

Please include here all the reasons why you think your child should be offered a place at Swanshurst School. Please continue on a separate sheet if necessary, clearly marking the name of your child on any continuation sheets

The parent/carer who submits this form is responsible for ensuring that the views of any other person with parental responsibility for the child(ren) concerned are fully taken into account and represented at any appeal hearing.

Parent/carer details

Parent/carer title: First name: Surname:

Parent/carer signature: Date:

Email address:

Telephone Number(s):

Please return this form by 9.00am on Wednesday 9th April 2025:

Mrs T Davies
Administrator to Admissions Appeals Panel
Swanshurst School
Brook Lane
Billesley
B13 0TW
Tel: 0121 464 2400

Email: TDavies@swanshurst.org