

School Admissions and Appeals Service

FOR OWN ADMISSION AUTHORITY SCHOOLS AND ACADEMIES IN COVENTRY DIOCESE

September 2018 – August 2019



School Admissions – VA Schools and Standalone Academies

These services are available for those institutions that hold statutory responsibility as the Admission Authority for the school within the Diocese of Coventry. Where a school is part of a multi-academy trust, the Trust will have responsibility for admissions.

Statutory Service

- Routine email exchange connected with the DBE admissions consultation process, including scrutiny of your admissions policy and guidance to ensure compliance with the School Admissions Code
- Representation of VA schools at Admissions Forums by a DBE Officer

Additional Services – Fees Advised on Application

- Production of a model admissions policy for adoption if required
- Legal opinion on your admissions policy
- Liaison with Local Authority Admissions Teams, the DFE & OSA as required
- Strategic responses to changing admission needs
- Attendance at meetings
- Headteacher/Governing Body CPD opportunities on admissions

Admissions – Action Points for Autumn Term 2018

- ✓ Your 2019/20 admission policy should be published on your school website for the whole of the 2018/19 academic year.
- ✓ Your 2020/21 policy should be on the governing body agenda to be determined in the autumn term.
- ✓ Once your policy has been determined a copy should be sent to Joanne Evans at the DBE joanne.evans@covcofe.org
- ✓ There must be a consultation period of 6 weeks between 1 October and 31 January if any significant changes are made to the policy (or if the policy has not been consulted on for 7 years). Please contact joanne.evans@covcofe.org for further details if this is relevant for you. Further information on consultation can also be found in the School Admissions Code 1.42 – 1.45.
- ✓ Consider whether you need to send your administrator, governors or other senior leaders on our 'Admissions and Appeals' training on Friday 8 March 9.30-12.30pm. This is free for DSA subscribers (details overleaf).

School Appeals – VA Schools and Academies

Statutory

The Governing Body or Academy Trust, as admissions authority, must arrange for the provision of an appeals process which is compliant with the School Admission Appeals Code and other relevant legislation. Those admission authorities who hold this responsibility authorise the DBE to carry out the process on their behalf. As soon as an appeal is lodged the DBE provides a complete service using an Independent Admission Appeals Panel and Clerk. This includes:

- Administration pre and post hearing
- Arranging the venue and hospitality
- Clerking appeal hearings
- Appointment, recruitment and training of suitable lay and non-lay members of the independent admission appeals panel
- Liaison with LAs and other dioceses, where required
- Annual training for panel members on best practice in appeals
- Provision of appeals data
- Provision of support and general legal guidance on the School Admission Appeals Code
- Dealing with complaints, including support and guidance for Local Government Ombudsman cases

Cost for VA Schools

The DBE currently receives payment from the DBE, via the LA, to provide the statutory elements of the appeals service for VA schools. This covers the time spent by the Appeals Clerk in administration, clerking the appeal hearings, general office costs, recruitment and training of panelists and associated legal advice.

Cost for Academies and Non-Church Schools

The fee for this service is £200 per appeal lodged irrespective of how far into the process the appeal proceeds. This covers the time spent by the Appeals Clerk in administration, clerking the appeal hearings, general office costs, recruitment and training of panelists and associated legal advice. The academy will be invoiced directly for this service.

Appeals – Action Points for Autumn Term 2018

- ✓ Ensure that parents are fully informed of their right to appeal if they are refused a place at your school.
- ✓ Parents should complete Appendix A should they wish to appeal. Please feel free to customise this with your school logo.
- ✓ Appendix B shows the timetable for next year's admission appeals hearings. This information must be published on your website by **28 February 2019** as instructed in the School Admission Appeals Code 2.2.
- ✓ Consider whether you need to send your administrator, governors or other senior leaders on our 'Admissions and Appeals' training on Friday 8 March 9.30-12.30pm. This is free for DSA subscribers.

Training Available for Schools and Academies

School Admissions and Appeals

Venue: *Stratford upon Avon area*

Date: *Friday 8 March 2019, 9.30am – 12.30pm*

Cost: *£50 for DSA subscribers/£100 for non-subscribers*

For Presenting Officers (SLT), Governors and Administrators

The morning will cover:

Admissions

- Responsibilities under the School Admissions Code
- Best practice in considering Admission Policy oversubscription criteria
- Reflecting your school's Christian Vision in your Admission Policy

Appeals

- How to prepare a good Appeals Case and what to include
- What to expect in an appeals hearing
- Input from Appeals' Panellists

To book places contact Ruby Tuesday: ruby.tuesday@covcofe.org



INDEPENDENT ADMISSION APPEALS PANEL

Appeals form for _____ CofE School/Academy

This form is to be used for the right of appeal against the decision to refuse a place at the school/academy. Please complete the following details:

Surname of Child: _____

First Name of Child: _____

Date of Birth: _____

Name of Appellant (person appealing on behalf of the child):

Address: _____

Postcode: _____ Tel: _____

Email: _____

Please indicate the entry date and year group you are seeking:

Immediate entry September entry Year group _____

Name of current school: _____

Please give dates and school names of any and all exclusions:

Instructions to appellants:

- Complete this form stating the grounds for your appeal – please continue on separate sheets if necessary
- Please sign and date the bottom of the form
- Return the form with any supporting documentation (including medical evidence) to:

*Clerk to the Independent Admission Appeals Panel,
Craven Road,
Rugby,
CV21 3JZ
Email: joanne.evans@covcofe.org
Telephone: 01788 422800*

Please give details stating the grounds for your appeal – please continue on separate sheets if necessary:

Signed: _____ Date: _____

APPEALS TIMETABLE FOR THE SCHOOL WEBSITE

Proposed In-Year Appeal Hearing Dates for the remainder of 2018

- Monday 17 September
- Thursday 18 October
- Monday 19 November
- Wednesday 12 December

Proposed In-Year Appeal Hearing Dates for 2019

- Monday 21 January
- Wednesday 27 February
- Monday 18 March
- Thursday 11 April
- Friday 24 May
- Friday 21 June
- Monday 15 July
- Monday 16 September
- Thursday 17 October
- Monday 11 November
- Thursday 12 December

Main Round Appeals – Secondary

(National Offer Day – on or around 1 March 2019)

- Deadline for appeals to be lodged – 3 May
- Appeals to be heard week commencing 20 May

Late appeals will be heard within the statutory timescales published in the School Admission Appeals Code

Main Round Appeals – Primary

(National Offer Day – on or around 16 April 2019)

- Deadline for appeals to be lodged – 24 May
- Appeals to be heard week commencing 17 June

Late appeals will be heard within the statutory timescales published in the School Admission Appeals Code

***“ The DBE empowers others to be courageous,
equipping them to deliver excellent Christian
education so that all will flourish to achieve their
full human potential ”***



**Diocesan Board of Education
The Benn Education Centre, Craven Road, Rugby, CV21 3JZ**

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Registered Office: The Benn Education Centre, Craven Road, Rugby, CV21 3JZ