



PLEASE KEEP THIS PAGE FOR YOUR INFORMATION

NOTES OF GUIDANCE FOR APPEALS MADE UNDER SECTION 94 OF THE SCHOOL STANDARDS & FRAMEWORK ACT 1998

1. Reason for Appeal

The appeal will be considered by an independent appeal panel established by Lancashire County Council on behalf of Eden Boys' School, Preston. The independent appeal panel is required by law to take into account:-

- (a) any preference expressed by parent(s) / carer(s) for the school where they wish their child to be educated and the reasons given for this; and
- (b) the arrangements for the admission of pupils published by Lancashire County Council.

2. Arrangements for hearings

For all appeal forms for year 6 to year 7 transfer that are returned by the deadline date, appeals will be heard within 40 school days. If you miss the deadline for the submission of the completed appeal form for year 6 to year 7 transfer, then the appeals should be heard within 40 school days from the deadline for submitting appeals where possible, or within 30 school days of the appeal form being submitted.

For in year admission appeals, appeals will be heard within 30 school days of the appeal being submitted.

3. Attendance at Appeal Hearing

You have the right to attend the hearing in person. You may be accompanied by a friend, adviser, interpreter or signer who may speak on your behalf at the hearing. (If you require an interpreter you must give a minimum of 5 working days' notice otherwise it may be necessary to postpone your hearing to a later date to enable arrangements to be made). The friend or adviser can be a member of the local authority concerned or a local elected politician, provided this would not lead to a conflict of interests.

However, if you cannot attend, or decide not to do so, your appeal may be decided on the information available to the independent appeal panel, including your appeal form and any other written information you send in for the independent appeal panel to consider.

If you find that you are unable to attend and do not want the appeal to go ahead in your absence, you can send someone to speak on your behalf, e.g. a family member or a friend. However, they must have a signed letter from you confirming that they are speaking on your behalf.

4. **Procedure at Appeal Hearing**

A letter will be sent to you from Lancashire County Council giving details of the date and time for the hearing of your appeal and this will include information about the procedure to be followed.

You may call witnesses to speak in support of your appeal, but written evidence in the form of a letter can be presented to the independent appeal panel. Please send any relevant letters with your appeal form.

If your appeal is based on your moving house, please provide evidence of the move e.g. a letter from your solicitor indicating that contracts have been exchanged or a copy of a tenancy agreement and when you will be moving house.

If there are any medical reasons in support of the appeal, then these reasons should be supported by a report from a consultant or doctor. As this information is confidential to the patient it is your responsibility to provide this – you can bring this to the hearing or provide in advance of the hearing. Data protection prevents the independent appeal panel from contacting any medical professional to verify any medical information on which you rely.

Please note that all appeals are held in private and are confidential. The information provided by you on your appeal form and any related correspondence and documents are also confidential.

5. **Notice of Hearing**

The DfE School Admission Appeals Code relating to appeals states that parent(s) / carer(s) will be given 14 days' notice of the date and time of the appeal hearing.

6. **Return of Appeal Form**

No further arrangements can be made for the hearing of your appeal until you have returned your completed appeal form to the address below.

**The Principal
Eden Boys' School, Preston
Adelaide Street
Preston
PR1 4BD**

Advice for parents

- ❖ **Advisory Centre for Education (ACE)** operates an advice line, and also provides on-line leaflets for parents on admissions and appeals.

Advisory Centre for Education (ACE) Ltd
United House
North Road
London N7 9DP

Advice line telephone number: 0800 800 5793

Website: www.ace-ed.org.uk/

- ❖ www.lancashire.gov.uk and www.edenboyspreston.com
- ❖ Download the 'Primary and Secondary School Admission and Appeals: A Guide for Parents' from <http://ncane.com/akj1>
- ❖ For free advice contact CORAM – a government funded children's charity Monday to Friday 8am to 8pm on 0808 802 0008.
- ❖ **The Department for Education** website offers advice to parents on a wide range of school-related issues, and has links to both the Admissions and the Appeals Codes.

Website: www.education.gov.uk

8. Results

The decision letter will be sent by the Clerk on behalf of the independent appeal panel within 5 school days after the hearing.

9. Complaints

If you feel the independent appeal panel has failed to follow proper procedures or not acted fairly or independently then you can complain to:

Admission Appeal Complaints, Academies Central Unit, Education Funding Agency, Earsldon Park, Butts Road, Coventry, CV1 3BH.