



## **Trent CE Primary School Appeals Policy**

Parents/carers have the right to make a formal appeal against any decision made by, or on behalf of, the Governing Body not to admit their child to Trent CE Primary School (“the School”).

The appeals process cannot begin until the Waiting List has been determined. The Waiting List is determined according to the School’s oversubscription criteria detailed in the Admissions Policy.

This policy applies to appeals against a decision not to admit a child in any year i.e. not just Reception admissions. The formal stage of the School’s appeals process is administered by Barnet Council.

### **Informal stage**

In the first instance, we encourage anyone wishing to make an appeal against a decision regarding admissions to contact the School office to make an appointment to meet with a member of the Admissions Committee. The meeting will be arranged within 15 school days of the request for the appointment. At the meeting, the member of the Admissions Committee will explain the grounds on which the admissions decision was made and your next steps with regard to appealing.

### **Next steps**

Following the meeting with the Admissions Committee member, if you remain dissatisfied and wish to take your appeal to the next stage, you should complete the School’s Appeal Form (below), presenting your supporting evidence, and send it to the School office. The School will also prepare its supporting statement. The School will send the Appeal Form to Barnet Council so that an Appeal Hearing can be arranged with an independent panel (“the Barnet Independent Panel”). Barnet Council will give you 10 school days’ notice of the date of the Appeal Hearing. This will be arranged independently of the School.

### **Formal stage**

The Barnet Independent Panel, will typically comprise three independent members (with no connection to the School), with one member acting as Chair. Parents/carers will have the opportunity to present their case to the Barnet Independent Panel in person at a local venue or online. Parents /carers will be notified as soon as possible (usually within 5 school days of the Appeal Hearing) of the Barnet Independent Panel's decision, which will be binding on the Governors.

*Further information can be found at:*

<https://www.gov.uk/schools-admissions/appealing-a-schools-decision>