

SOUTH WILTS GRAMMAR SCHOOL

APPEALS AGAINST THE GOVERNORS' DECISION NOT TO ADMIT YOUR CHILD TO THE SCHOOL

Explaining the Appeals Procedure

1. Making an Appeal

If your child has been refused a place at the School or been placed on the waiting list, you have the right to appeal against the decision. There are two types of appeal:

a) "Selective" Appeals

These take place when the Trustees consider that, as a result of the selection procedure, i.e. the entrance examination (and any subsequent review) your child does not have the aptitude to cope with grammar school education. This means that your child did not achieve the "cut off mark." You will have been provided with your child's grades and the entry "pass" grade. This should help you to decide how likely it is that your appeal would be successful.

Please note that it is not the job of the Appeals Panel to review your child's examination mark or the quality of their work or the merits or otherwise of the "cut off mark". Rather it is a matter for the Appeals Panel to decide if there were other factors which may have prevented your child from achieving the required grades and quality of work required on the day of the entrance examination, and if there is evidence to demonstrate that your child is of the required academic standards.

Evidence that you may wish to consider providing to the Panel in such an appeal may be:

- medical notes if your child was not well on the day
- an explanation, if applicable, of any family difficulties, bereavements or any other such disruption to your child that may have affected their result or the recent standard of their work
- school reports and/or letters of support from your child's current school

It would be advisable to produce documentation in support of any such evidence you present to the Panel.

In some "Selective Appeals" you will also have to show the Panel why your child should be given a place immediately rather than being placed on the waiting list. In this situation you must follow the procedure for "Resources Appeals".

b) "Resources" Appeals

These take place when your child has achieved the grades for entry to the school but rather than being given an immediate place at the school they have been placed on the waiting list. You will have been told how far down the waiting list your child is.

The Trustees, in these circumstances, consider the school to be full and in their view, to admit any further children "would prejudice the provision of efficient education or the efficient use of resources at the School". The maximum admission in 2025-2026 for years 7-11 is 160.

In deciding the priority of entry to the school the Trustees use the following criteria in the order listed below:

- a) Students with an EHCP where SWGS is named and have achieved the entry criteria will be admitted before all other oversubscription criteria.
- b) Eligible¹ students who are classed as a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
- c)
 - (i) Students who attract the Pupil Premium² and are living within catchment. Parents will be asked to provide evidence as part of the test registration process. Additional evidence may be sought by SWGS directly with the local authority or the child's current school.
 - (ii) Students who attract the Service Premium³ who have met the required academic standard. Parents will be asked to provide evidence as part of the test registration process. Additional evidence may

¹ Eligible means achieving the academic standards required in the school's admission tests.

² Pupil Premium children are those who have been eligible for free school meals at any point in the last six years (known as 'Ever 6 FSM'), children who have been looked after by the Local Authority (in care) for one day or more, and those who have left local authority care through adoption, or via a Special Guardianship, Residence or Child Arrangements Order.

³ Service Premium children are children who have parents (i) who are currently serving in the UK regular armed forces (ii) or who have served in the UK regular armed forces at any time in the last six years (iii) or who have parents who died serving in the UK regular armed forces and are in receipt of a pension under the Armed Forces Compensation Scheme or War Pension Scheme.

be sought by SWGS directly with the local authority or the child's current school.

d) Students who achieve the required academic standard who live in the school catchment area. The address is the place where the child is permanently resident with her parent or parents or legal guardians. Further clarifications/requirements for this criterion are as follows:

- (i) In this context, "permanently resident" is defined as the child's only or main residence and is either owned or leased/rented by the child's parent(s)/guardian(s). Documentary evidence of residence not more than 6 months old may be required (e.g. the child's GP surgery and the parent's/guardian's recent utilities bill, bank statement or tenancy agreement, an Armed Forces Assignment Order or a solicitor's letter confirming the exchange of contracts on a property). If leased/rented by the child's parent(s)/guardian(s), then the lease/rental agreement must be for a term of at least 12 months without a break clause and applicants must have been resident at this address since 1 May 2025. The property owned or leased/rented is to be that in which the child and family live. Where families move to the area between 1 May and 31 October, special consideration will be given where it can be demonstrated that the move was for reasons unrelated to obtaining a place at the school.
- (ii) Where a child lives with parents with shared responsibility each part of the week, the "home address" will be considered to be the address with which the child is registered with her GP (documentary evidence not more than 6 months old may be required) or the "home address" will be considered to be the address of the person whose name is on the child benefit statement (proof of this may be required).

e) Students who attract the Pupil Premium³ who have met the required academic standard but are living outside catchment. Parents will be asked to provide evidence as part of the test registration process. Additional evidence may be sought by SWGS directly with the local authority or the child's current school.

f) Students who have met the required academic standard and at the time at which the application for admission is made, reside with at least one parent or step-parent who is a contracted member of staff at the School and has been so for at least two years.

g) Students who achieve the required academic standard in order of nearness to school as the crow flies who live outside the catchment area and have a sibling (this refers to a sibling, half-sibling, adopted sibling, foster sibling or the child of the parent / carer's partner, who in every case, is living in the same family unit at the same address) attending the school and living at the same residence on the date of admission of the child.

h) Other students who achieve the required academic standard by rank order nearness to school as the crow flies. Distances supplied by the LA will be used and these will measure straight line. Those with the least distance will be given priority.

Distance will be used as the tie breaker in each criterion a) to h) with those living nearest the school given priority. Measurement will be as the crow flies as per criterion e) and in the event of being unable to separate applicants based on distance to the school, priority will be decided by random allocation through casting lots.

NB IF YOU ARE APPEALING ON "SELECTIVE" GROUNDS YOU SHOULD PREPARE TO APPEAL ON THE GROUNDS OF "RESOURCES" AT THE SAME HEARING. The "selective" case will be considered first before moving on, if appropriate, to the "resources" case.

Appeals are heard by independent Panels called Admission Appeals Panels. These are completely independent of the schools and, for SWGS, are clerked by the Clerk to the Appeals Panel, Rebecca Cox, on behalf of the Trustees.

If you wish to appeal, please complete and return the attached form to:

Rebecca Cox
Independent Clerk to the Appeals Panel
STRICTLY PRIVATE AND CONFIDENTIAL
SWGS Appeals, PO Box 2418, Salisbury, SP2 2QR

Or via email to swgsappealsclerk@gmail.com

Telephone: 07765 605864

You may include with the form any documents containing more details or evidence in support of your appeal which you wish the Appeals Panel to consider. Alternatively you may simply return the form and collate and submit any supporting documents at a later date. The Clerk to the Appeals Panel will inform you of the deadline for their submission.

You MUST return your Appeal Form within 20 school days of the notification you received of the offered school place.

2 After You Have Returned the Form

- a) You will be told at least 14 calendar days in advance when and where your appeal is to be heard.
- b) Please try to attend the appeal yourself as it makes it easier for the Panel to consider your appeal. If you wish, you may bring a friend, relative or representative. If you do wish to be accompanied then you must give the clerk advance notice of this and details of who will be attending with you.
- c) If you indicate that you will attend and then fail to do so and do not inform the Appeals Clerk, the Panel may consider your appeal in your absence.
- d) Your appeal will be heard in private and as informally as possible.
- e) A reasonable time before your hearing, The Appeals Clerk will send you a written summary of the Trustees' case. This will include the reasons why they have not been able to meet your request for a place for your child at the school.

3 The Appeals Hearing

The Appeals Panel will consist of three members: a chair and two other panel members, with at least one lay member and one education member. The Appeals Clerk will also be present to record the Appeals Panel's decision and advise on law and procedure.

The Appeals Panel will have copies of your form (plus any other documents you may have submitted), together with the Trustees' written case. If you choose to appeal, full details of the procedure to be followed at the Appeal Hearing will be sent to you by the Appeals Clerk.

4 The Decision

The Appeals Panel will make its decision in private after hearing all the evidence. In reaching its decision, the Panel will consider:

- a) All representations made to it by yourself and the Trustees
- b) your preference(s) and
- c) the arrangements for the admission of pupils to the School.

The Appeals Panel will then decide whether or not:

- a) your child meets the required standard and/or
- b) the School is full and that the admission of your child would harm the standard of education at the School or lead to an inefficient use of resources.

The Appeals Clerk will write to you within 7 calendar days telling you of the decision and the reasons for it. The decision of the Appeals Panel is binding on both you and the Trustees.