



FRAYS

Academy Trust

Frays Academy Trust Admission Appeals Procedure

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Approval

Signed by Chair of Directors	
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To enable continuous improvement, all readers are encouraged to notify the author of errors, omissions and any other form of feedback.

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1 Scope

This procedure applies to all schools within Frays Academy Trust and sets out how Frays Academy Trust arranges and conducts independent admission appeals when a child is refused a place at one of our schools. It applies to appeals for entry in the normal admissions round and in- year admissions. It should be read in conjunction the [School Admission Appeals Code 2022](#) and the [School Admissions Code 2021](#) and relevant legislation.

2 Right of appeal

Where the Trust refuses to admit a child, parents/carers have the right to appeal against this decision. All appeals are heard by an independent appeals panel set up the Trust in accordance with the School Admission Appeals Code.

3 Appeal panel composition

An independent appeals panel is formed of impartial lay members, people with experience in education, and parents of pupils registered at a school. Additionally, all panels are formed following the eligibility and disqualification criteria outlined in the School Admissions Appeals Code. All panel members and the clerk to the panel will have undergone the relevant training to ensure that they meet the requirements of the Code.

Our clerks will follow the guidance available at [Advice for clerks and appeal panels on school admission appeals - GOV.UK](#) when managing and clerking our appeals.

4 Appeal panel process

The independent appeals panel follows the guidance in the School Admission Appeals Code, in that it will require an appeal submitted in writing. Once the written appeal is received, the clerk will arrange for the hearing according to the timescales set out in our Appeals Timetable, published annually on our website. The clerk will also ensure that the evidence pack is made available for distribution at least seven days before the hearing.

The independent appeals panel will consider and record its decision in two stages (except in cases concerning infant class size appeals). The first stage will require the panel to consider whether (1) the admissions arrangements complied with the mandatory requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998, and (2) whether the admissions arrangements were applied correctly and impartially to the appellant's case.

If the independent appeals panel finds that the admissions arrangements followed the mandatory requirements, have been applied correctly and would not prejudice the provision of efficient education or the efficient use of resources, then it progresses to the second stage. The second stage requires the appeals panel to consider any balancing arguments presented by the appellant.

The appellant must clearly articulate their reasons for expressing a preference for the school, including what the school can offer that the allocated school or other schools cannot. The second stage is not applied in cases concerning infant class size appeals.

The independent appeals panel will provide the appellant with a written statement

- (1) summarising how places at the school were allocated and how the admissions arrangements apply to the appellant's case together with any relevant background information; and
- (2) summarising the reasons behind the decision reached by the independent appeals.

The decision of the panel is final and there are no further rights to a second appeal for the same school in the same academic year.

5 Guide for parents

Information for parents on making an appeal is available at [Advice for parents and guardians on school admission appeals - GOV.UK](#).

6 Complaints about appeals

If the panel did not uphold your appeal and you think that was because the appeal panel has acted incorrectly, you may make a complaint of maladministration. Any complaint must relate to issues such as failure to follow correct procedure or failure to act independently or fairly, meaning the appeal has been maladministered by the independent appeal panel resulting in an injustice. You cannot complain simply because you do not agree with the panel's decision. As Frays is an academy trust you should complain to the [Department for Education](#).