Appeal statement

Draft · Content 0.2.0 · questions 2 · drafting instructions 1.1.0

Summary

I am appealing for Maya to be given a place at Example Academy. Example Learning Trust, the admission authority, refused her a place in a letter dated 2 March 2026. The letter says that Example Academy is full for Year 7 and that the places were offered to children who met the admission criteria more closely. Maya has been offered a place at Example Park School. The refusal letter is at E1.

Why this school

Maya plays the violin and passed her grade 4 exam last summer. Example Academy has a school orchestra that rehearses twice a week, and it offers violin lessons during the school day. Her violin teacher's letter of [date of the letter from her violin teacher] describes her progress and practice (E2). Her grade 4 certificate is at E3.

Example Park School has told us by email that it does not have a school orchestra and does not offer violin lessons during the school day. The email is at E4.

We have always felt that Example Academy is the right school for Maya.

Impact on my child of not attending

The journey to Example Park School takes two buses, about 50 minutes each way. Example Academy is a 15–minute walk from our home. The bus timetable for the journey is at E5.

I work shifts and leave home at 7am three days a week. On the days I work late, Maya's grandmother, who lives next to Example Academy, looks after her after school. My employer's letter about my shift pattern is at E6.

Evidence referred to

This statement refers to the refusal letter (E1), the letter from Maya's violin teacher (E2), her grade 4 violin certificate (E3), the email from Example Park School (E4), the bus timetable (E5) and the letter from my employer (E6).

Documents enclosed

E1 Refusal letter from Example Learning Trust, 2 March 2026

E2 Letter from Maya's violin teacher

E3 Grade 4 violin certificate, 14 July 2025

E4 Email from Example Park School, 9 March 2026

E5 Bus timetable for the journey to Example Park School

E6 Letter from my employer about my shift pattern, 10 March 2026

Example: not a real family. Not legal advice. Not connected to any council, school, landlord, agent or scheme.

Two-minute opening summary

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Opening summary

Thank you for hearing my appeal. I am Maya's parent, and I am asking for Maya to be given a place at Example Academy. The letter says that Example Academy is full for Year 7. Maya has been offered a place at Example Park School.

Maya plays the violin and passed her grade 4 exam last summer. Example Academy has a school orchestra that rehearses twice a week, and it offers violin lessons during the school day. Example Park School has told us by email that it does not have a school orchestra and does not offer violin lessons during the school day. Maya's violin teacher has written about her progress and practice. Her certificate and the school's email are in my evidence, at E2, E3 and E4.

Not going to Example Academy would also affect Maya's day. The journey to Example Park School takes two buses, about 50 minutes each way. Example Academy is a 15-minute walk from our home. I work shifts and leave home at 7am three days a week. On the days I work late, Maya's grandmother, who lives next to Example Academy, looks after her after school. The bus timetable is at E5, and my employer's letter is at E6.

I have set all of this out in my written statement, with my evidence listed from E1 to E6. I would be grateful if the panel would consider what Example Academy offers Maya, and the effect on her of not going there. Thank you for listening.

Evidence index

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E1 Refusal letter from Example Learning Trust
2 March 2026 · Something else · Save your copy as: E1–refusal-letter-from-example-learning

E2 Letter from Maya's violin teacher
What this school offers · Save your copy as: E2–letter-from-mayas-violin-teacher

E3 Grade 4 violin certificate
14 July 2025 · What this school offers · Save your copy as: E3–grade-4–violin-certificate

E4 Email from Example Park School
9 March 2026 · What this school offers · Save your copy as: E4–email-from-example-park-school

E5 Bus timetable for the journey to Example Park School
Impact of not attending · Save your copy as: E5–bus-timetable-for-the-journey-to-example

E6 Letter from my employer about my shift pattern
10 March 2026 · Impact of not attending · Save your copy as: E6–letter-from-my-employer-about-my-shift

Save each document with the name shown, keeping its own ending (.pdf or .jpg), so your files match the numbers in your statement.

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Hearing pack

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What happens at the hearing

- The admission authority decides the format: in person, by video, or a mix of the two. A hearing can be held entirely by telephone only if video cannot be used for connectivity or accessibility reasons and you and the presenting officer both agree.
- Whatever the format, the panel must give you the opportunity to speak.
- The clerk or the chair introduces everyone and explains what will happen during and after the hearing.
- The panel usually hears the appeal in two stages: first the admission authority's reasons for refusing to admit another child, then your reasons for wanting the school to admit your child.
- The panel may hear both stages one after the other and then decide, or decide on the first stage before hearing your case.
- Neither you nor the presenting officer is left alone with the panel in the absence of the other.
- At the second stage you present your case individually, and the panel and presenting officer may ask you questions.

Who will be there

- The independent clerk, who makes the arrangements and can give independent advice on the appeals process.
- The independent appeal panel: usually three people, a chair and at least two other members, who decide your appeal.
- The presenting officer, who presents the admission authority's case. There can be more than one representative.
- You. You can be represented, bring a friend, family member or someone else for support, and ask for an interpreter.

Questions to consider asking about the school's case

At the first stage you can ask questions and challenge the presenting officer about why the school cannot admit more children.

- How were the admission arrangements applied to my child's application?
- What effect would one more child have on the school this year, and as the year group moves up through the school?
- Have there been any changes to the school's buildings or organisation since the admission number for this year group was set?
- How would one more child affect class organisation and size, the availability of teaching staff, and the children already at the school?

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- What impact does the locally agreed Fair Access Protocol have on the school?
- The admission authority must show prejudice over and above the fact that the published admission number has been reached.

Before the hearing

- Send any further evidence before the deadline in your hearing letter. Anything sent later might not be considered.
- Tell the admission authority whether you will call any witnesses or be represented.
- Ask for any reasonable adjustments you need, or an interpreter, including a BSL interpreter.
- If the hearing is by video, check you have the equipment you need.
- Make sure everything you want the panel to consider is in writing beforehand. The panel may not be able to consider new information you have not already submitted.
- If you cannot attend, the hearing may go ahead and be decided on the written evidence, unless an alternative date can practically be arranged.

After the hearing

- The clerk will normally write to you within 5 school days with the panel's decision.
- If the panel upholds your appeal, the admission authority must admit your child.
- If your appeal is not upheld, you can ask for your child's name to be put on the school's waiting list, even if you have accepted a place elsewhere.
- Children on a waiting list are ranked by how closely they meet the admission criteria, not by how long they have been on the list.
- If your child is without a school place, contact your local authority about other available places.
- If you think the panel acted incorrectly, for example by not following the correct procedure or not acting independently or fairly, you can complain of maladministration. You cannot complain only because you disagree with the decision.
- Complaints about the panel for a school maintained by the local authority go to the Local Government and Social Care Ombudsman; complaints about the panel for an academy go to the Department for Education.

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