

## Guidance for Headteachers and Admins for Admissions to Pembrokeshire Schools – September 2022

Pembrokeshire County Council is the Admission Authority for all Community and Voluntary Controlled Schools.

The appropriate Governing Body is the Admission Authority for Voluntary Aided Schools

### 1. Applications

Applications for places at all Pembrokeshire maintained schools must be made online via the Council's website -

<https://www.pembrokeshire.gov.uk/school-admissions>. Applications for places at Community and Voluntary Controlled Schools are dealt with centrally by the Admissions Service. Applications received in respect of VA schools are forwarded to the appropriate school for processing. Once an application has been received it will be processed within 15 School/28 calendar days (whichever is sooner) if for a mid term transfer, or for normal admissions rounds (Nursery, Primary and Secondary) in accordance with the table below. When normal round application places are allocated, you will receive an email from Admissions with the application attached so that you can manually add the pupil into Sims. This is only temporary and within this academic year it should become possible that the admissions are sent to you via an ATF (Automatic transfer file). The Data Team will be updating schools in relation to this. When the ATF's are in place, the Parents must click on the link in the offer e-mail to accept or refuse the offer. Until they do this the child's information will not be sent to the school to enable you to admit them.

**PRIMARY SCHOOLS** - PLEASE CHECK THE EXPECTED START DATE FOR THE CHILD ON YOUR SIMS ADMISSIONS PAGE. THE CHILD SHOULD NOT START UNTIL THAT DATE. PLEASE LET ADMISSIONS KNOW IF A CHILD DOES NOT START WITH YOU OR IF A PARENT CONTACTS YOU TO SAY THEY NO LONGER REQUIRE THE PLACE.

The VA schools will inform parents directly of the outcome but need to keep the Admissions Officer informed of decisions in order for records to be updated accordingly.

If parents would like to visit the school to have a look around prior to making an application please arrange this directly with the parents. **Please do not ask parents to contact Admissions about or prior to arranging visits.** Headteachers of CP and VC Schools will be unaware of the number of applications for school places that have been received and in order to ensure fairness for all and that parents across the county receive the same information, they must not indicate whether or not places are available. Where places have to be refused, parents are informed in the decision e-mail/letter of their right of appeal (if the child is of statutory school age) and the child's name is automatically placed on the waiting list for the school.

Children should not attend your school for 'taster days'. Parents can assume that if a child has attended a taster day then a place can be given. The problem arises when the application is then refused due to the admission number already being reached. There could also be a waiting list for the year group in question and appeals previously heard. In fairness for all it is better to advise parents that the authority discourages taster days.

Some parents may need assistance to complete the online application form. If parents ask for your assistance please arrange a suitable time for the parent to meet with you so that they can complete it on a school computer, and you can assist them. **Do not ask parents to contact Admissions to do this.**

## 2. Normal Admission Round Application Timescales

### Nursery and Primary/Reception

The boxes highlighted in yellow below are the current admission rounds:-

Child's d.o.b.	Starts Nursery part time	Closing date for on-line applications (Nursery)	Notification of Decision	Reception start date	Closing date for on-line applications (Reception)	Notification of Decision **
01.09.2018– 31.12.2018	January 2022			September 2023	31.01.2023	17.04.2023
01.01.2019 – 31.03.2019	April 2022					
01.04.2019 – 31.08.2019	September 2022					
01.09.2019 – 31.12.2019	January 2023	Processed in April 2022 – applications received now are classed as late	By 31 <sup>st</sup> July 2022	September 2024	31.01.2024	16.04.2024
01.01.2020 – 31.03.2020	April 2023					
01.04.2020 – 31.08.2020	September 2023					
01.09.2020 – 31.12.2020	January 2024	30.04.2023	By 31 <sup>st</sup> July 2023	September 2025	31.01.2025	16.04.2025
01.01.2021 – 31.03.2021	April 2024					
01.04.2021 – 31.08.2021	September 2024					
01.09.2021 – 31.12.2021	January 2025	30.04.2024	By 31 <sup>st</sup> July 2024	September 2026	31.01.2026	16.04.2026
01.01.2022 – 31.03.2022	April 2025					
01.04.2022 – 31.08.2022	September 2025					

Pupils may be admitted to a nursery setting in the term following their 3<sup>rd</sup> birthday (in a few schools the starting term is later due to agreements with local playgroups – please see a list of these below) and on a full time basis in the term following their 4<sup>th</sup> birthday. **PARENTS DO NOT NEED TO APPLY FOR A FULL TIME NURSERY PLACE - ONCE A CHILD HAS STARTED PART TIME NURSERY AT A SCHOOL, IT WILL BE THE SCHOOL'S RESPONSIBILITY TO INFORM PARENTS WHEN THE CHILDREN ARE ABLE TO START FULL TIME NURSERY.**

If you are aware of children who already attend your school that have younger siblings, please inform parents of the need to apply. During the term before the closing date, information is provided in the local newspapers, social media and on the Pembrokeshire County Council website.

Where schools do not accept part time pupils the term following the third birthday (see below), the applications will still be processed with the same cohort of children according to date of birth and Admissions will inform parents of the relevant start date for the particular schools.

- **2<sup>nd</sup> term only** – Broad Haven, Spittal
- **3<sup>rd</sup> term only** – Maenclochog, Narberth, Roch, Tavernspite, Templeton, Ysgol Bro Preseli
- **Full time nursery** –Clydau, Eglwysrwrw, Puncheston, Holy Name

#### Nursery to Primary/Reception

Pupils admitted to a school on a nursery basis **do not** have an automatic right to be admitted into the Primary/Reception year group. A formal application must be made at the appropriate time using the on-line application process. When applying for a nursery place parents may tick a box on the form to re-apply for a Primary place.

**Please note** – Admissions will make you aware of any pupils in your current N2 class who have not yet applied for a Reception place. Please chase up parents who have not made an application. As all applications received by the closing date are considered together, parents may be disappointed if a place cannot be given to their child if their application is received AFTER the closing date.

You will be informed of the allocations after the offer date.

#### Deferring entry – until the term after the 5th birthday (Statutory school age)

Parents applying for a reception place may ask for their child's entry to school to be deferred until the child reaches statutory school age (i.e. the term following the child's fifth birthday). The place must be held open in this situation as long as the entry date is still within the same school year. *"The parent however would not be able to defer the entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted"* (as stated in the Welsh Government School Admissions Code (July 2013)). Please inform the Admissions service immediately if such a request is made in order for records to be kept up to date.

## Primary to Secondary

**Please note - This process does not apply to Ysgol Penrhyn Dewi, Ysgol Caer Elen or Ysgol Bro Preseli. Unless parents are applying for a different school, children will automatically transfer from year 6 to year 7.**

Letters for parents of year 6 pupils transferring to secondary school in September 2023, inviting them to apply online for a school place, will be distributed to the primary schools. Parents must be given the letter by 8<sup>th</sup> November 2022 in order for them to have six weeks to make an application. The closing date for submission of applications is **20<sup>th</sup> December 2022**.

Child's d.o.b.	Starts Secondary	Closing date for application	Notification of Decision
01.09.2011 - 31.08.2012	September 2023	21.12.2022	01.03.2023
01.09.2012 - 31.08.2013	September 2024	21.12.2023	01.03.2024

All applications received after this date will be classed as late applications and not considered until all those applications received on time have been processed.

**Please note** – Admissions will provide schools with a list of pupils who have not applied for a secondary school place. Please chase up any parents that have not made an application. As applications received by the closing date will be considered together, parents may be disappointed if a place cannot be given to their child if the application is received AFTER the closing date.

The Admissions Officer will be in contact with Headteachers in mid-February to inform them of the confidential allocations.

Parents will be notified in writing on 1 March 2023 (please do not inform them of any decision prior to this date).

### How places are allocated & Oversubscription Criteria

Applications will be agreed up to the admission number. If more applications are received than places available, the following oversubscription criteria will be used to allocate places to Community and Voluntary Controlled Schools:-

1. Current and former Looked After pupils of authorities in Wales and England in accordance with S.22 of the Children Act 1989.
2. Pupils with a statement of Special Educational Needs that names the School
3. Pupils with exceptional medical, psychological or additional learning needs
4. Pupils resident within the catchment area of the school, who will have a sibling of statutory school age, at the school, at the time of admission
5. Pupils living in the catchment area of the school, who have attended a feeder school
6. Pupils living in the catchment area of the school
7. Pupils living outside the catchment area of the school, who will have a sibling of statutory school age, at the school, at the time of admission
8. Pupils living outside of the catchment area of the school, who have attended a feeder school
9. Pupils living outside of the catchment area of the school

**Please note:** where there is a Statement of Educational Needs naming a particular school then this must be stated clearly on the application form. Such applications are dealt with separately and prior to the oversubscription criteria being applied.

VA Schools have their own oversubscription criteria – these can be found in the Parent Information Booklet 2023/2024-  
<https://www.pembrokeshire.gov.uk/school-admissions/admission-to-schools-information-for-parents> (Available from 01.10.2022)

### **3. School requests – outside normal admission rounds**

All requests for transfer must be made using the on-line application process and transfers must not take place until the Admissions Officer has confirmed approval. Once an application has been received it will be processed within 15 school days (or 28 calendar days if within holiday periods).

**If the admission number for a particular year group has not been reached, the place will be agreed.**

Transfers should only take place at the beginning of every half term, unless due to a change of home address, which will be processed immediately.

#### Transfers of pupils mid-term (apart from house moves)

The Council acknowledges that from time to time, children and/or their parents may wish to consider changing school. Our general advice in this regard is that a request to change schools should be a last resort and considered only when all other options for resolving problems have been explored. Our protocol for dealing with such matters, however, is as follows:

1. Online transfer application received. Admissions Team looks to see if there is space available in the year group
2. The Education Welfare Officer for the current school is requested to contact the parents and both schools to see if any support can be given to enable the child to remain at the current school
3. Following advice received from the Education Welfare Officer, the Admission Team makes the decision.

Once an offer of a place has been made and e-mail will be sent to parents. There is a link in the e-mail that parents have to follow to accept or refuse the offer. Pupils must remain on the register of the original school until the transfer is confirmed and the pupil has been admitted to their new school.

If the application is refused the child's name will be automatically placed on the waiting list until the end of the half term for which they have applied. If the child is over statutory school age, parents will be informed of their right of appeal and how to appeal. Appeals should be received within 10 working days of the refusal correspondence and the appeal hearing will be heard within 30 school/working days of receipt.

#### Transfers of pupils with Additional Learning Needs

A check is made on all applications to Community and VC Schools with regards to the child's ALN status. This is done by checking the information that has been provided by the current primary school on Sims. **Please ensure that this information is kept up to date.**

The Council acknowledges the difficulties encountered by both parents and schools in accommodating children with complex needs. The Admissions service takes its responsibilities towards such children seriously and must ensure that they are treated as fairly as other applicants in the admissions process. However, in order to balance the needs of parents, the schools and the children themselves, the following protocol will be applied to all transfer requests.

1. In respect of all pupils applying for school places outside the normal admission rounds, the Admission Team will refer all requests in relation to pupils categorised as School Action + and above to the Inclusion Service. Such referrals will be determined by the category given to such pupils by schools as per Sims.
2. The Inclusion Service will undertake to assess the needs of the child, both in the context of the current school and the preferred receiving school. This may include co-ordinating with members of the Inclusion team and the above schools to ascertain links with the family to ensure that appropriate transition arrangements are put in place.
3. In view of the prescribed timescales for considering admissions applications, the Inclusion Service will respond to the Admissions Officer with the appropriate advice within 10 schools days of the referral being made.
4. Following the receipt of advice, the Admissions Officer will advise parents/carers accordingly, i.e. the offer or refusal of a place.

If a request is made for a specialist unit/placement – the Inclusion Team will liaise directly with the parent and advise the Schools and Admissions Service of the decision in order each can update their records.

## Former or Current YPLA

Applications received for YPLA are all referred to the Advisory Teacher for Looked after Children prior to processing. The Advisory Teacher will contact the Social Worker, if a discussion has not already been had, and the receiving school. The application is not processed until the Advisory Teacher has confirmed it is ok to proceed.

**Please note – places will be allocated to YPLA and former YPLA- even if the admission number has been reached.**

### **4. Request for children to be taught of our Chronological Year group**

You may be approached by a parent requesting that their child either stays behind a year or moves ahead a year instead of remaining in their normal chronological year group.

Please refer to the document *“Educating young people out of their Chronological Age Group in Pembrokeshire”* which can be found at [Educating children out of their chronological year group](#) and follow the process outlined.

Parents will need to complete the on-line application form providing the reason for the request. Schools will need to provide the following:

- Views of the young person
- Evidence of need/documentation to support the request from the school
- An outline of the range of support options considered and the underlying reasons why this option is believed to be the most appropriate and why other options have been discounted
- Support & advice received from relevant agencies/professional colleagues/annual review report (if appropriate) including those views that disagree with the request should they exist
- Outline of arrangements for regular and long term review of the decision including how the young person’s views will be sought at points of reviews, irrespective of age

The documentation will be collated by the Admissions Officer who will then present each case to officers within the Inclusion Services and Children & Schools Directorate for their consideration.

### **5. Waiting Lists and appeals**

Please inform Admissions if a child leaves as soon as possible as it may mean that a place can be allocated from the waiting list.

## 6. Published School Admission Arrangements for 2023/2024

Please familiarise yourselves with the latest published admission arrangements for **2023/2024** for Community and Voluntary Controlled Schools by following this link - [Admission Arrangements](#)



## 7. Year Groups and age ranges for 2022/2023

### Year Groups Academic Year 2022/2023

From	To	Year Group	Age as at 31/8/22	Description of Year Groups	Key Stage
01/09/2004	31/08/2005	13	17	2nd Year/Upper Sixth	B (5)
01/09/2005	31/08/2006	12	16	1st Year/Lower Sixth	B (5)
01/09/2006	31/08/2007	11	15	5th Year Secondary	4
01/09/2007	31/08/2008	10	14	4th Year Secondary	4
01/09/2008	31/08/2009	9	13	3rd Year Secondary	3
01/09/2009	31/08/2010	8	12	2nd Year Secondary	3
01/09/2010	31/08/2011	7	11	1st Year Secondary	3
01/09/2011	31/08/2012	6	10	4th Year Junior	2
01/09/2012	31/08/2013	5	9	3rd Year Junior	2
01/09/2013	31/08/2014	4	8	2nd Year Junior	2
01/09/2014	31/08/2015	3	7	1st Year Junior	2
01/09/2015	31/08/2016	2	6	2nd Year Infant	1
01/09/2016	31/08/2017	1	5	1st Year Infant	1
01/09/2017	31/08/2018	R	4	Reception	F
01/09/2018	31/08/2019	N2	3	Nursery	F
01/09/2019	31/08/2020	N1	2	Nursery	F

## 8. Admissions Process – In year admissions Flow Chart 1.0

**STAGE 1: Changing schools can be unsettling for pupils and can disturb class organisation and should be a last resort when all other options have been explored.** If a parent is thinking about moving their child to another school during the academic year, they should first raise the matter with the headteacher of the current school. This is because it may be possible to resolve any issues the pupil is experiencing without changing schools. No contact should be made with the intended new school until discussion is held with the current school. If the parent still feels it would be better for their child to change school, they can apply for an ‘in year’ transfer.



**STAGE 2:** Parent to contact the intended new school and complete online application—processed within 15 school days (28 calendar days whichever is sooner)



**STAGE 3:** Admissions Officer carries out the following checks:

- Are spaces available in the year group—if the admission number for the required year group has not been reached, the place will be agreed for the beginning of the next half term, unless the transfer is due to a change of home address, then it will be processed immediately. If the admission number has been reached (and the child is within catchment) the schools are contacted to see if they can accommodate a further pupil. The school will not be contacted if there is already a waiting list for the year group.
- Education Welfare Officer—if the request is for an immediate transfer and the application indicates an issue such as bullying for example (and the admission number has not been reached) the EWO is contacted to see if any support can be given to enable the pupil to remain at the current school (see **In Year Admissions FlowChart 1.1**).
- Additional Learning Needs—all applications are checked to see if the school requested is appropriate and whether any transition arrangements are in place (see **In Year Admissions Flow Chart 1.2**).
- Young Person Looked After (YPLA)—all applications are checked to see if the child is known to the Advisory Teacher for-YPLA (see **In Year Admissions Flow Chart 1.3**).

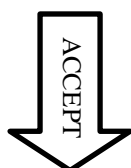


**STAGE 4:** Application considered by Admissions Officer where necessary following advice from LA Officer’s named above. Are places available?

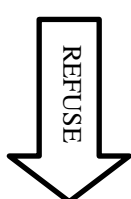


**Place is offered.**

Offer is emailed to parents. Parents must click the link to accept or refuse the offer.



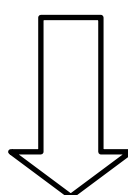
New school receive email in order to add the pupil to Sims Current primary and secondary school are informed by email from Admissions Officer.  
***Pupils must remain on the register of the previous school until the transfer is confirmed by the new school.***



Pupil remains on current school roll.



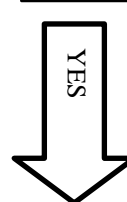
If there is already a waiting list then the place is refused and name added to waiting list.



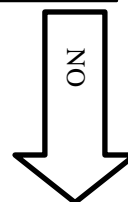
Parents of statutory school aged pupils will be informed of their right to appeal and how (see **Admissions Appeals Flow Chart**)



If there is no waiting list then are they moving into the catchment?

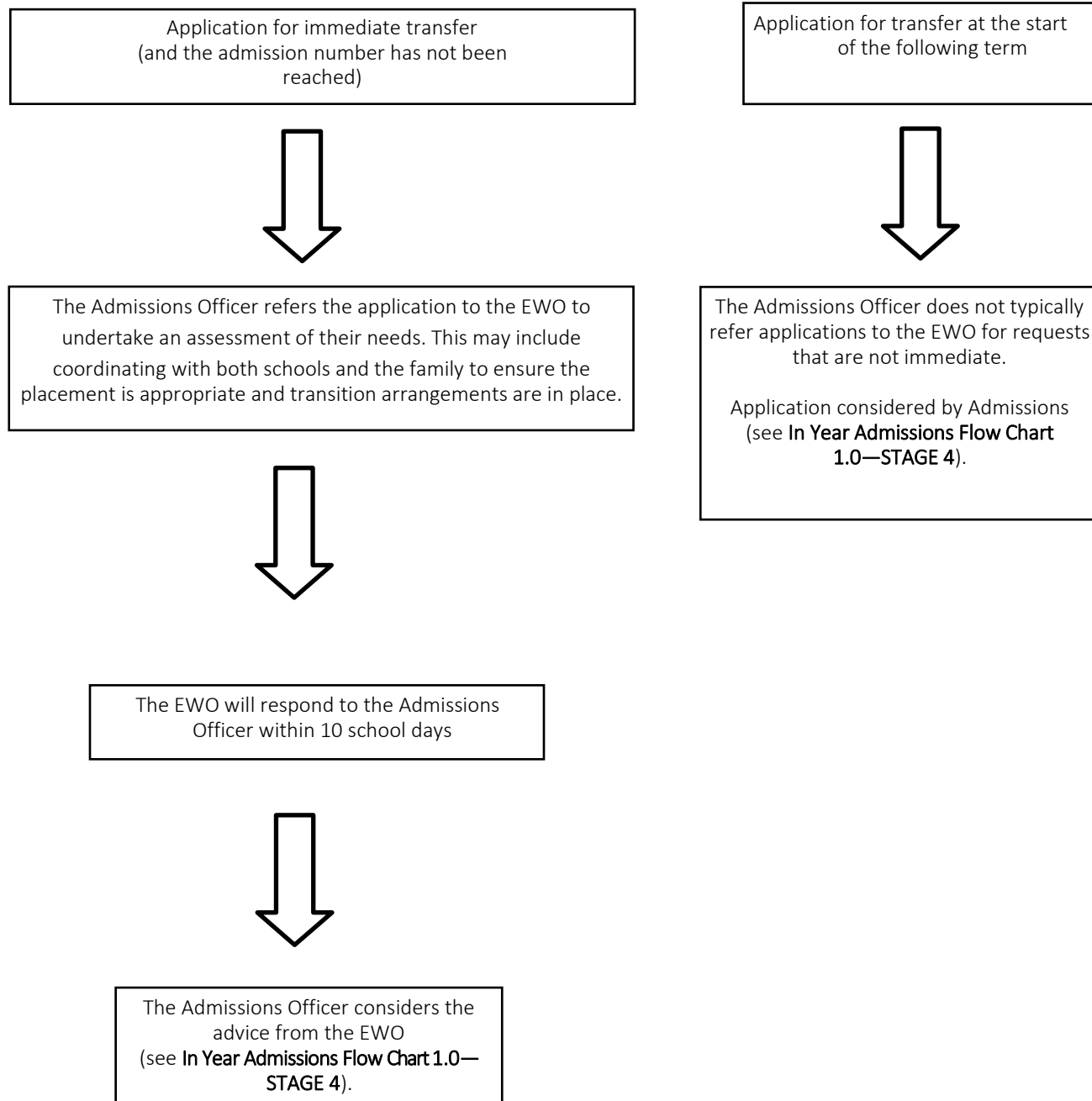


School is contacted to see if they are able to accommodate

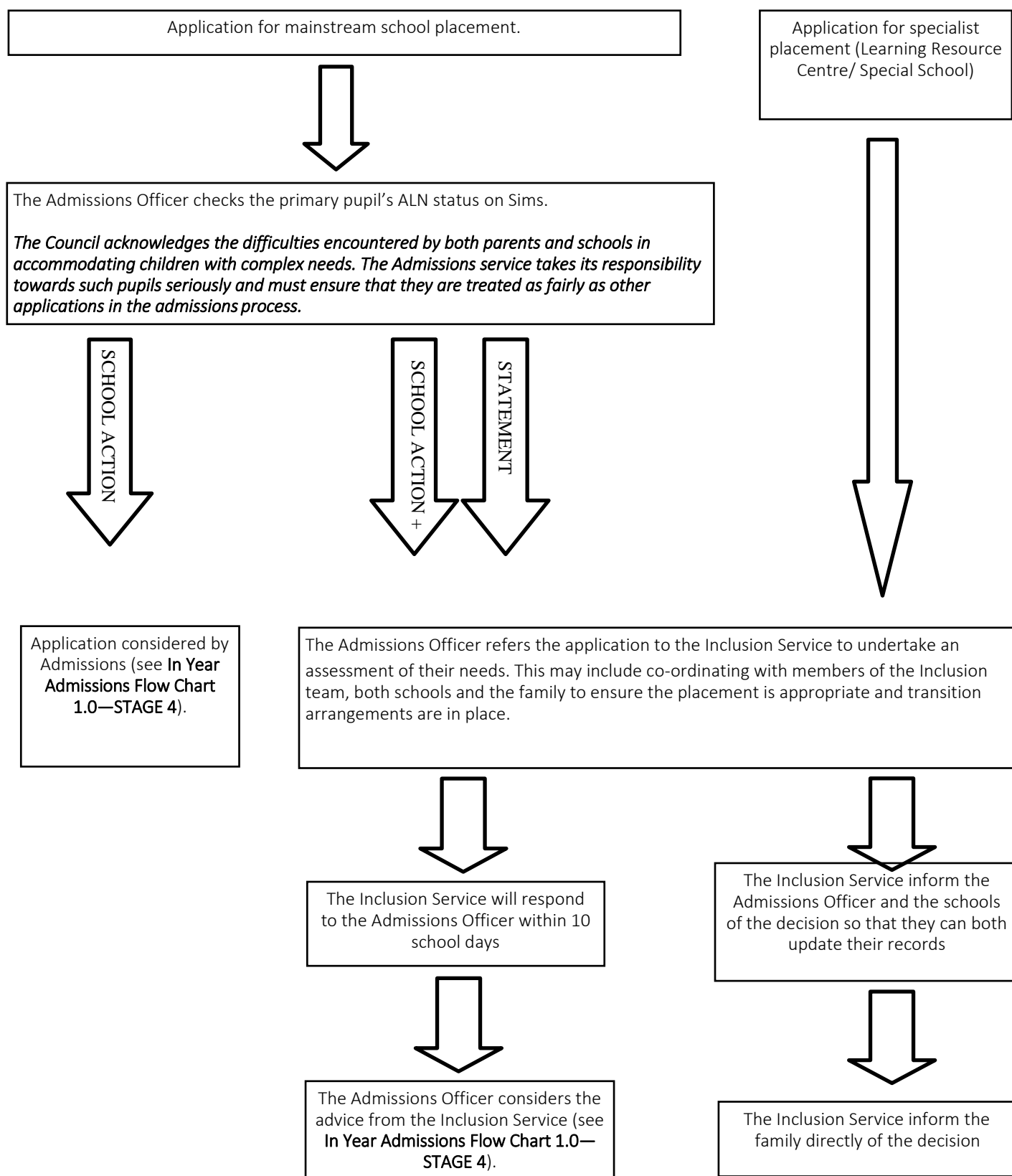


Place is refused and pupil is added to waiting list

## In –year school admission application process - Education Welfare Officer (EWO) Flow Chart (1.1)

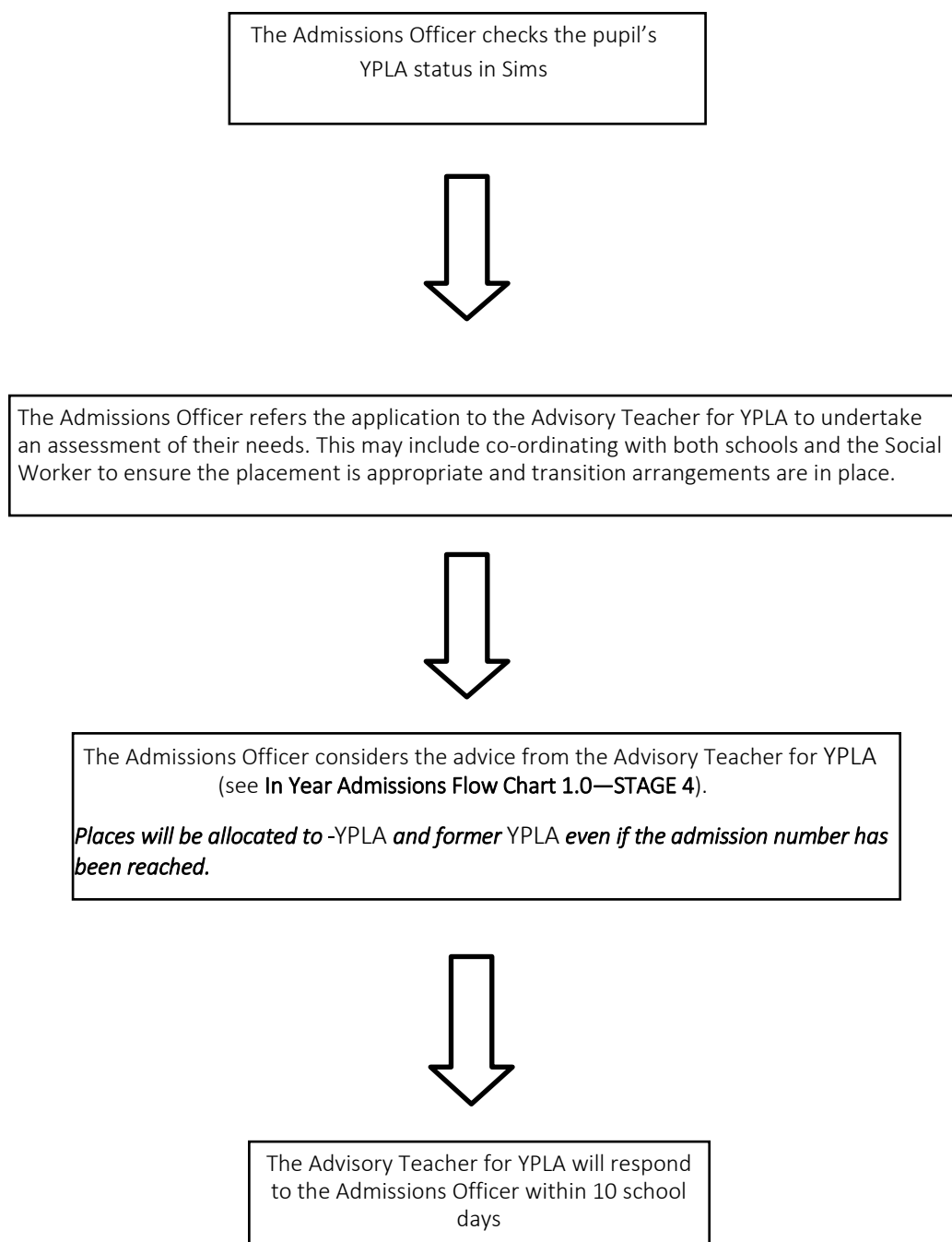


## In year school admission application process – Additional Learning Needs Flow Chart (1.2)



*If a child is YPLA and has additional learning needs (SA+/Statement) there will be co-ordination between the Advisory Teacher for YPLA and the Inclusion Service*

## In year school admission applications process - Young Person Looked After Flow Chart (1.3)



*If a child is YPLA and has additional learning needs (SA+/Statement) there will be co-ordination between the Advisory Teacher for YPLA and the Inclusion Service*

## 9. Appeals Process – Admission appeals flow chart 1.0

**STEP 1:** Appeals can be submitted for applications for a Reception place and above. A form must be completed from the Pembrokeshire County Council website setting out the grounds on which the appeal is made within 14 days (10 working days) of notification of your application for a school place being refused. The following circumstances are considered: (Please note that these lists are not exhaustive)

**(a):** The grounds for appeal are considered against the following circumstances that the local authority considers exceptional and reasonable: *(To be considered under these circumstances, parents must provide independent supporting evidence)*

- Both parents have terminal illnesses and the school appealed for is close to grandparents who will eventually become carers
- Family is in a witness prevention scheme and would be at risk if children went to the allocated school
- Fleeing domestic violence and children of relatives of the party who was violent attend the allocated school
- Specific medical, psychological or Additional Learning Need that can only be met at the school appealed for.
- Child is a young carer.

**(b):** The grounds for appeal are considered against the following circumstances that the local authority does not consider exceptional and unreasonable:

- Lone working parent has to get two children to separate schools
- Work commitment or domestic difficulties or parents/guardian, including taking other children to school
- Non-availability of or lack of access to transport by the child's parent/guardian
- Parent unable to get to work on time as allocated school is not on the way to work
- Allocated school is more than two miles from home
- Family support in the area
- Allocated school has no breakfast/after school club
- No friends at the allocated school
- Child went to nursery at the school appeal for
- Low income or lack of income on the part of the child's parent/guardian

DO NOT  
PROCEED  
TO APPEAL

Place allocated

PROCEED  
TO APPEAL

**STEP 2:** Appeals will be heard and considered by the Independent Appeals Panel within 30 school days of the specified closing date for the receipt of appeals or within 30 school days of the appeal being received if the appeal is made outside of the timetabled admissions process. Appeals received during the summer holidays will be heard within 30 working days. Please be aware that the Local Authority may need to contact Headteachers in order to prepare the case.

**STEP 3 (Type of appeal):**

- Infant "class-size" appeal (see **Admissions Appeals Flow Chart 1.1**).
- Single two-stage appeal (see **Admissions Appeals Flow Chart 1.2**).
- Multiple appeals (see **Admissions Appeals Flow Chart 1.3**).

**STEP 4:** Panel consider all the information and the Clerk contacts parents and the Admissions Officer with the decision usually within 5 days.

APPEAL  
ALLOWED

**Place is allocated.**

The decision of Panel is binding on the LA and/or the governing body and the pupil must be admitted to the school. The Admissions Officer sends an email to parents to confirm the place has been allocated and the start date.

APPEAL  
REFUSED

**Pupil remains on waiting list**

The Admissions Officer sends an email to parents to ask how they would like to proceed i.e. remain at current school or apply for another school.

## Infant Class Size Appeals Flow Chart (1.1)

**Infant class size appeals are when each class has reached 30 pupils in Reception, Year 1 and Year 2.**

### STAGE 1: Factual Stage

The first part of the appeal is when the Panel considers whether:

A. The infant class size limit of 30 children with a single qualified teacher would in fact be exceeded if the pupil was admitted

B. The admitting authority's admission arrangements met the mandatory provisions of the School Admissions Code and the School Standards and Frameworks Act 1998 and other legislation. If the arrangements did not follow legal requirements, then the appeal may succeed - but **only** if the child would have got a place at the school if the law had been applied properly. Also considered is whether the admitting authority kept to its own rules as set out in its admission arrangements. If it did not follow its own rules, either deliberately or by mistake, then the appeal may succeed - but **only** if the pupil would have got a place at the school if the rules had been applied properly.

C. The admitting authority acted unreasonably. The law defines “unreasonable” very carefully. The decision to refuse a place must be irrational or perverse given the circumstances of the case. To determine that the admitting authority’s decision to refuse a place was unreasonable, the Panel will need to be satisfied that the decision was “perverse in the light of the admission arrangements”. Put more simply, the decision must appear illogical, irrational or wildly ridiculous when looking at the facts of the case.

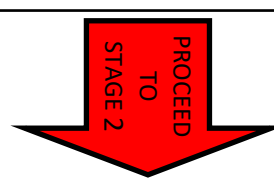
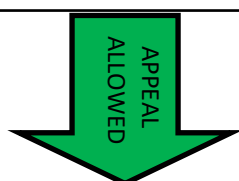
When considering an appeal under A, B or C, the Panel will review the decision made by the admitting authority. Normally it will only consider the information and material available to the admitting authority at the time the decision was made to refuse a place at the school, or information that would have been available if the admitting authority had acted reasonably.

- The Chair welcomes everyone, introduces the Appeals Panel and outlines the procedures to be followed
- The admitting authority representative presents the case as to why the pupil was refused admission
- Questions—Parents and the Panel ask the admitting authority any questions



Panel finds that the admission arrangements had **not** been lawful or correctly implemented and that the school **could** accommodate one more pupil without prejudice.

Panel finds that the admission arrangements had been lawful or correctly implemented and that the school could not accommodate one more pupil without prejudice. Parents will be asked to present their case for wanting their child to be admitted to the school and the Panel will then have to balance the reasons against the prejudice that would be caused to the school if the child were to be admitted.



#### Place is allocated.

The decision of Panel is binding on the LA and/or the governing body and the pupil must be admitted to the school.

The Admissions Officer sends an email to parents to confirm the place has been allocated and the start date.

#### STAGE 2: Balancing Stage (no other parents in the room):

- Parents present their case
- Summing up by the admitting authority representative
- Summing up by parents
- Chairman asks parents and admitting authority if they have said everything they wish to.



Panel consider all the information and the Clerk contacts parents and the Admissions Officer with the decision usually within 5 days (see **Admissions Appeals Flow Chart 1.0—STEP 4**).

The Admissions Officer either:

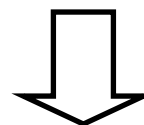
- A) sends an email to parents to confirm the place has been allocated and the start date
- B) sends an email to parents to ask how they would like to proceed i.e. remain at current school or apply for another school.

## Single Two-Stage Appeals Flow (1.2)

### STAGE 1: Factual Stage

The first part of the appeal is when the Panel considers whether the school's published admission arrangements comply with the mandatory requirements of the School Admissions Code and the School Standards and Framework Act 1998 and whether they were properly implemented. The Panel will then determine whether "prejudice to the provision of efficient education or the efficient use of resources" (known as 'prejudice') would arise if another pupil were to be admitted to the school.

- The Chair welcomes everyone, introduces the Appeals Panel and outlines the procedures to be followed
- The admitting authority representative presents the case as to why the pupil was refused admission
- Questions—Parents and the Panel ask the admitting authority any questions



Panel finds that the admission arrangements had **not** been lawful or correctly implemented and that the school **could** accommodate one more pupil without prejudice.

Panel finds that the admission arrangements had been lawful or correctly implemented and that the school could not accommodate one more pupil without prejudice. Parents will be asked to present their case for wanting their child to be admitted to the school and the Panel will then have to balance the reasons against the prejudice that would be caused to the school if the child were to be admitted.



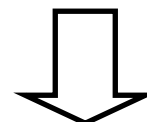
#### Place is allocated.

The decision of Panel is binding on the LA and/or the governing body and the pupil must be admitted to the school.

The Admissions Officer sends an email to parents to confirm the place has been allocated and the start date.

#### STAGE 2: Balancing Stage (no other parents in the room):

- Parents present their case
- Summing up by the admitting authority representative
- Summing up by parents
- Chairman asks parents and admitting authority if they have said everything they wish to.



Panel consider all the information and the Clerk contacts parents and the Admissions Officer with the decision usually within 5 days (see **Admissions Appeals Flow Chart 1.0—STEP 4**).

The Admissions Officer either:

- A) sends an email to parents to confirm the place has been allocated and the start date
- B) sends an email to parents to ask how they would like to proceed i.e. remain at current school or apply for another school.

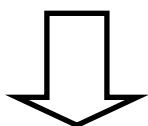


## Multiple Appeals Flow (1.3)

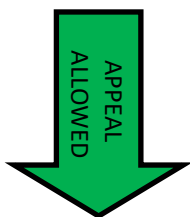
### STAGE 1: Factual Stage

There are times when Appeal Panels hear appeals from a number of parents with children who all wish their child to attend the same school. For these appeals, all the parents will be invited to attend the first part of the hearing at the same time. This ensures that all parents and the Panel members will have heard the same information from the admitting authority and the answers to all the questions put by parents and the Panel.

- The Chair welcomes everyone, introduces the Appeals Panel and outlines the procedures to be followed
- The admitting authority representative presents the case as to why the pupils were refused admission
- Questions—Parents and the Panel ask the admitting authority any questions



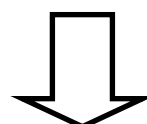
Panel finds that the admission arrangements had **not** been lawful or correctly implemented and that the school **could** accommodate one more pupil without prejudice.



#### Place is allocated.

The decision of Panel is binding on the LA and/or the governing body and the pupil must be admitted to the school.

The Admissions Officer sends an email to parents to confirm the place has been allocated and the start date.

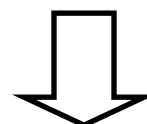


Panel finds that the admission arrangements had been lawful or correctly implemented and that the school could not accommodate one more pupil without prejudice. Parents will be given a second time slot to attend when they will be able to present their own individual case. No other parents will be present in the room at this stage.



### STAGE 2: Balancing Stage (no other parents in the room):

- Parents present their case
- Summing up by the admitting authority representative
- Summing up by parents
- Chairman asks parents and admitting authority if they have said everything they wish to.



Panel consider all the information and the Clerk contacts parents and the Admissions Officer with the decision usually within 5 days (see **Admissions Appeals Flow Chart 1.0—STEP 4**).

The Admissions Officer either:

- A) sends an email to parents to confirm the place has been allocated and the start date
- B) sends an email to parents to ask how they would like to proceed i.e. remain at current school or apply for another school.

## **10. School Transport**

Whilst applications submitted for school transport are subject to a separate process, it is very important that schools and parents are aware of transport entitlement at the time of submitting an application for a school place. There is a new transport eligibility checker on our website for parents to use before submitting applications: [Transport](#)

If there is any doubt regarding transport entitlement, headteachers and parents must contact the Council's School Transport Unit for advice.