



RECEPTION ADMISSION 2020/2021 APPEALS PROCEDURE

BEFORE COMPLETING AN APPEAL FORM PLEASE READ ALL PAGES IN THIS BOOKLET

'Under the Education Act a parent/carer has the right to appeal against the decision to refuse a child a place at a school for which they have applied for.'

As a parent/carer you are able to express a preference to your local home authority regarding the school you would like your child to attend. If, however, the Year Group applied for is oversubscribed and has reached its Published Admission Number (PAN) the admission authority may not be able to meet your preference. As a result, compliance with your preferred school would "prejudice the provision of efficient education or the efficient use of resources" at the school.

St Patrick's Catholic Primary School, as its own admission authority received 89 on time applications for the reception class for the academic year 2020/2021 which has a PAN of 30.

How do I appeal for a place at St Patrick's Catholic Primary School?

Please ensure that you have received the official paperwork from your local authority which gives the reason why your child's application has been unsuccessful and the statement as to how the 30 places have been allocated at St Patrick's Catholic Primary School.

If you decide to appeal you will need to complete the St Patrick's Catholic Primary School Appeal Form with **your reasons, in writing, based on the published oversubscription criteria.**

This form is available from the school's website or from the School Office. You will need to submit this appeal form to the school by the deadline of **15th May 2020**. You may need to include any additional information which you feel is relevant to your appeal with this form and return it to:

Clerk to the Admissions Committee, St Patrick's School, Blackswarth Road, Redfield, Bristol BS5 8AS.

Our Appeals Procedure is based upon the current COVID-19 restrictions being lifted before the date of the Appeal. If the restrictions are still in place we will write and advise you when we receive the information ourselves. You must submit this form either by post or by email to: 'school@stpatricksbristol.org.uk'.

Registered Office, Blackswarth Road,
Redfield, Bristol, BS5 8AS
0117 3772387

www.stpatricksbristol.org.uk



How does the Appeal process work?

Appeals for Catholic schools in the Diocese of Clifton are heard by a panel of 3 people, appointed by the Diocese. There will also be a clerk to minute the appeal.

The process is as follows:

Stage 1 - You will be invited to attend, which will be in the presence of all those appealing for a place in Reception. A presenting officer from the school will outline why the child was not offered a place at the school. The panel will examine the decision by the school to not offer the place, will look at whether the schools decision were correctly and impartially applied and whether the admission of an additional child would prejudice the provision of efficient education or the efficient use of resources.

Stage 2 – This is your individual appeal which will be held in private. The appeal panel must balance the prejudice to the school against your case for your child to be admitted. They will need to take into account your reasons for expressing a preference including what this school can offer your child that the allocated school or other schools cannot.

What happens once the appeal has been lodged by the school?

St Patrick's Catholic Primary will acknowledge receipt to your appeal paperwork and will forward all your appeal documents to the Diocese of Clifton.

When will the appeal be heard?

The reception appeals for St Patrick's Catholic Primary are provisionally scheduled to start in July 2020.

Where will the appeal be heard?

The appeal is held at the Clifton Diocese Office at: Alexander House, 160 Pennywell Road, Bristol BS5 0TX.

Who decides the outcome of the appeal?

The appeal panel must either uphold or dismiss the appeal. A panel's decision is final and binding on the school and the parents. If upheld, your child will be admitted to the school and will take the school over its PAN. If your appeal is unsuccessful you will remain on the waiting list.

When do we know the result of the appeal?

Parents/carers will be notified once all the reception appeals have been heard.

What happens about the school place I've already been offered?

If you appeal, the place you have been offered at another school will be reserved by your local authority pending the outcome of your appeal.

What if I change my mind about appealing?

If, at any time, you want to withdraw your appeal or remove your child's name from the waiting list, please inform the Clerk to the Admissions Committee at St Patricks Catholic Primary immediately.

What if I do not attend my appeal hearing?

Where an appellant fails, or is unable, to attend and it is impractical to offer an alternative date, the appeal may go ahead in your absence and a decision reached based upon the written information submitted.

Please note:

There is a financial cost to the school for each appeal lodged. This has to be paid regardless of whether an appeal is withdrawn or the appeal hearing is not attended by the parent. If a copy of a Baptismal Certificate was not received by the school by the closing date of 15th January 2020 the school could not consider your application under that oversubscription criteria.

How are places allocated during the second round of allocations from the waiting list?

St Patricks Catholic Primary is its own admission authority and maintains its own waiting list. The waiting list will consist of applicants who were unsuccessful in the first round of allocations and wish to be put on our waiting list, those who lodge an appeal or late applications received after the deadline of 15th January 2020.

The waiting list is ranked in accordance with the oversubscription criteria. An application which has provided proof of Catholic Baptism will rank higher than an application which has not provided this proof of Catholic Baptism. It is very important to contact the school and provide evidence of Catholic Baptism if you have not already done so.

An application without this evidence provided by the deadline on 15th January 2020 will otherwise be ranked as Category 7 - All other children as a Non-Catholic and as such will have a lower ranking in the second round of allocation.

Please note; if this has happened, we will immediately re-rank your application upon receiving the Catholic Baptism certificate and enter it into the second round of applications as a higher ranking. **However: We will not be able to offer a place even if you would have gained a place in the first round of applications unless the evidence of Catholic Baptism was held by the school at the deadline of 15th January 2020.**

If you require further information please contact: Clerk to the Admissions Committee at St Patrick's Catholic Primary school on 0117 3772387. This guidance is based upon the published admissions arrangements for St Patrick's Catholic Primary School and the Department for Education, Code of practice on Schools Admissions and Schools Admissions Appeals.

APPEAL FORM – RECEPTION 2020/2021

I wish to appeal against the decision to refuse my child a place at St Patrick’s Catholic Primary School

Name of Child: _____

Date of Birth: _____

Address of Child: _____

Name of Parent/Carer: _____

Daytime contact number: _____

Email address: _____

Evidence of Catholic Baptism provided to school? YES/NO

Please set out the reasons for your appeal based on the published oversubscription criteria, in writing below:

(continue on a separate sheet if required)

Signature of Parent/Carer: _____ Dated: _____

Please complete this form and return by 15th May 2020 to: Clerk to the Admissions Committee, St Patrick’s Catholic Primary School, Blackswarth Road, Redfield, Bristol BS5 8AS or by email to: school@stpatricksbristol.org.uk