

# Letter of appeal for Oasis Academy Brightstowe

After initially offering places to all applicants the school remains oversubscribed. The Academy is expecting more pupils than its Planned Admission Number (PAN) of 162 and cannot accommodate additional pupils without prejudicing the provision of efficient education and the efficient use of resources.

## Parent/Carer contact details:

Parent/Carer Name:

Telephone number and email address:

## Child's details

First name(s):

Surname/Family name:

Date of birth:

Address:

## Reasons for preference or grounds for appeal

Please provide your grounds for appeal in writing as soon as possible. We can't set up an appeal hearing until your written grounds for appeal are received. If required, please continue on a separate sheet.

Signed (Parent/Carer):

Date:

Return to: [hello@oasisbrightstowe.org](mailto:hello@oasisbrightstowe.org) as soon as is possible.

If you have no alternative, please post to: Admissions Office, Oasis Brightstowe Academy, Penpole Lane, Shirehampton, Bristol BS11 0EB

## Oasis Academy Brightstowe appeals guidance.

The appeal panel will take into account the reasons for your preference, and individual circumstances relating to your application. You may wish to write a further letter to the appeal panel in advance of your appeal. Any additional correspondence should be sent to School Admissions as soon as possible.

You will be given not less than 10 school days' notice of the date, time and place of the hearing at which you can be present and speak. You can, if you wish, be accompanied by a friend who may speak for you and represent your views to the appeal panel. Parents for whom English is not the first language may wish to arrange for an interpreter to be present. You are encouraged to attend the appeal panel meeting. If you prefer not to attend the panel will consider the case based on your written submission(s). Alternatively, a friend or representative may present the appeal on your behalf.

You may wish to write down in advance what you wish to say to the panel and use your own notes to speak from on the day. It is important that you don't think afterwards of something you forgot to say, or wish you had said, as the panel must not accept additional information after the appeal has been heard. You will need to demonstrate that your child's need for a place at the school outweighs the Admission Authority's reasons for refusing a place. You should consider how that school will meet your child's individual needs. What will your child gain from attending your preferred school that he/she will not get from attending any other school?

You are also welcome to submit additional letters of support from professionals or other parties who have been, or are currently, involved with your child. Please submit all supporting documentation as soon as is possible. These may be letters which substantiate your case, or actively support your preference.

The Clerk to the Independent School Appeals Panel will explain the procedure of the appeal hearing before the appeal begins. The sequence of events is likely to be:

### **School's case:**

- Presentation of the school's case by the representative of the Admission Authority
- Questioning by the parent/carer(s) and the Appeal Panel
- Summing-up by the representative of the Admission Authority

### **Parent/carer's case:**

- Presentation of the case by the parent/carer
- Questioning by the Appeal Panel/representative of the Admission Authority
- Summing-up by the parent/carer

If more than one family are appealing for the same school on the same day all parents/carers are invited to the same School's case hearing. The parent/carer's case will be held in private and will be confidential. It should not be necessary for a child to attend, or for there to be witnesses, other than a friend or interpreter mentioned previously.

The appeal panel will ask all parties to withdraw while considering a decision. The decision of the appeal panel will be sent to you in writing by the Clerk to the School Appeals Panel. The decisions of appeal panels are binding upon the parent and the Admission Authority, but parents have statutory rights under other legislation should they wish the matter to be investigated further.

## **Useful links**

Department for Education (DfE) Link to [School Admissions Code](#)

Advisory Centre for Education provides online leaflets and guidance for parents:

E-mail: [Link to ACE email address](#) Website: [Link to ACE website](#)