

Appeal Form for Sheffield Primary and Secondary Schools

Sheffield School Appeals
Policy and Democratic Engagement
Room G13, Town Hall
Pinstone Street
Sheffield, S1 2HH

Email: schoolappeals@sheffield.gov.uk | Telephone: 0114 273 4008

Only use this form if you have been refused admission to your preferred school. Enter one school on this form. Use a separate form if appealing for another school. If making an appeal for more than one child, please use a separate form for each child. You can return it either by post, in person or by email via the details above.

Date form received (For Office Use Only):

Do you require alternative access due to disability? [Click or tap here to enter text.](#)

Do you require an interpreter? [Click or tap here to enter text.](#)

Will you be attending your appeal? [Click or tap here to enter text.](#)

As the Appeal Panel is independent, it has the discretion, in limited circumstances, to place additional children into a year group. For further help, see the Prejudice Admission Appeal or Key Stage 1 Appeals Guidance for your particular appeal: <https://www.sheffield.gov.uk/schools-childcare/appeal-your-childs-school-place> or by contacting the Admissions Service at ed-admissions@sheffield.gov.uk or 0114 273 5766 / 5790.

SECTION A: YOUR CHILD'S INFORMATION

1. Appeal information

- a. Student ID number (Provided on your Admission correspondences): [Click or tap here to enter text.](#)
- b. First name: [Click or tap here to enter text.](#)
- c. Last name: [Click or tap here to enter text.](#)
- d. Date of birth: [Click or tap here to enter text.](#)
- e. Age: [Click or tap here to enter text.](#)
- f. Current year group: [Click or tap here to enter text.](#)
- g. School you are appealing for: [Click or tap here to enter text.](#)
- h. School allocated to you by Admissions: [Click or tap here to enter text.](#)
- i. Year group to which the appeal relates: [Click or tap here to enter text.](#)

j. Have you been refused a place due to Challenging Behaviour? Click or tap here to enter text.

2. Your details

- a. Mr/Mrs/Miss/Other: Click or tap here to enter text.
- b. Relationship to child: Click or tap here to enter text.
- c. First name: Click or tap here to enter text.
- d. Last name: Click or tap here to enter text.
- e. Address: Click or tap here to enter text.
- f. Post code: Click or tap here to enter text.
- g. Do you have Parental Responsibility for the child?

Yes

No

h. Telephone numbers:

Home: Click or tap here to enter text.

Work: Click or tap here to enter text.

Mobile: Click or tap here to enter text.

i. Email: Click or tap here to enter text.

3. Previous school details:

a. Child's last or current school: Click or tap here to enter text.

4. Address to send correspondence to if different to the address given at section A.2:

- a. New / Alternative address: Click or tap here to enter text.
- b. Post code: Click or tap here to enter text.
- c. Expected moving date: Click or tap here to enter text.
- d. Reason for sending correspondence to a new / alternative address: Click or tap here to enter text.

5. Date of receipt of decision letter from the Sheffield School Admissions Team (if known):

Click or tap here to enter text.

6. Brothers / Sisters of school age (this includes half / step brothers / sisters living at the same address):

Name: Click or tap here to enter text.

Date of birth: Click or tap here to enter text.

Relationship to child you are appealing for: Click or tap here to enter text.

Current school (if applicable): Click or tap here to enter text.

Name: Click or tap here to enter text.

Date of birth: Click or tap here to enter text.

Relationship to child you are appealing for: Click or tap here to enter text.

Current school (if applicable): Click or tap here to enter text.

Name: Click or tap here to enter text.

Date of birth: Click or tap here to enter text.

Relationship to child you are appealing for: Click or tap here to enter text.

Current school (if applicable): Click or tap here to enter text.

7. Does your child have an Education and Health Care Plan (EHCP)?

Yes

No

8. Is your child in care, or has your child previously been in care and immediately after being in care was adopted or became the subject of either a Residence Order or Special Guardianship Order?

Yes

No

SECTION B: APPEAL HEARING ARRANGEMENTS

Sometimes the first and second stage of the appeal hearing are held separately — the first stage being a group hearing, which involves all parents, followed by a personal hearing either later that day or on another day. Alternatively, both stages are dealt with as part of one personal hearing. You will be advised accordingly on this matter.

1. Do you wish to attend the appeal hearing (the hearing will be held virtually)?

Yes

No

If you have ticked the YES box, please continue to Questions 2, 3 and 4 and sections C and D.

PLEASE NOTE If you have ticked the NO box: The Appeal Panel will consider your case with the information you have provided in this form, any additional information you have offered, information from the Local Authority about the admission process relating to your case, the statement provided by the School you are appealing for together with the answers the Local Authority and the School provide in response to the-questions asked by the Appeal Panel-during your appeal hearing.

You do NOT need to complete numbers 2, 3 and 4 if you are not attending. (We advise that you attend your appeal if possible.)

2. If attending, and if you require an interpreter, please state your language below. Please only request this service if you need this assistance (you are free to bring a friend or relative who can translate for you):

Click or tap here to enter text.

3. Your attendance at the hearing:

PLEASE READ THE FOLLOWING NOTES

- a. Appeals only take place in term time and not during the school holiday period.
- b. If the appeal time allocated to you is not convenient, please let us know as soon as possible. However, during busy periods this could result in a delay in rescheduling your appeal.
- c. Both group and personal hearings usually take place between 9.30 am and 15.30 pm.

4. Format of the appeal hearing:

Video

Your appeal will be held remotely using an online video conferencing facility (a “virtual appeal”). The Council use Zoom, which is a free video conferencing platform and can be used on a Smartphone, tablet, laptop or PC. We will provide you with a detailed guide about how to access your appeal so that you can fully participate in it.

Telephone

You can connect to Zoom via either a landline phone or a mobile phone into a remote appeal. This would not involve the use of video. Again, we will provide you with information on how to access and participate in the virtual hearing.

PLEASE NOTE: If you fail to or are unable to attend and it is impractical to offer an alternative date the appeal may go ahead and be decided on the written information submitted by you and the school, in addition to any oral presentations given during the hearing.

To ensure that all appeals are conducted in a fair and transparent manner, we will need the following information from you. Please complete the following boxes:

Video:

Yes

No

If yes, please tick **yes or no** in the following boxes:

Do you have access to a computer, tablet or smartphone that has a webcam / camera, and would you be willing to use it to access a virtual meeting?

Yes

No

Do you have internet access?

Yes

No

Do you require any reasonable adjustments to enable you to take part in a virtual hearing? If yes, please provide details beside the box.

Yes

No

Telephone:

Yes

No

Do you have access to a landline or mobile phone and would be willing to use it to access the virtual hearing? If yes, please ensure you have provided a working contact number on page 2.

Yes

No

Do you require any reasonable adjustments to enable you to take part in a virtual hearing? If yes, please provide details beside the box.

Yes

No

Do you want someone else to attend your hearing with you?

Yes

No

If yes, please provide their contact details as we may need to find out how they can access the hearing.

Name: Click or tap here to enter text.

Email (write clearly): Click or tap here to enter text.

Phone number: Click or tap here to enter text.

Whichever format is used, we want to reassure you that you will:

- Receive the same information from the Local Authority about the way in which school places at your preferred school have been offered as all other parents who are appealing for your preferred school.
- Receive the same information from your preferred school as all other parents who are appealing for your preferred school.
- Have a fair, open and transparent hearing by trained and independent appeal panel members who will be advised by a trained Clerk.
- Receive a detailed letter from the Clerk setting out the Panel's decision and the reasons for that decision.
- Have the right to make a complaint to either the Local Government Ombudsman or Education and Skills Funding Agency if you think that there has been maladministration.

SECTION C: GROUNDS OF APPEAL

Please set out the reasons for your appeal in the space below. You can add additional sheets if necessary.

Information on Key Stage 1 Appeals, (Reception / Foundation Stage 2, Year 1 and 2), is also provided below.

If you need specific guidance for (1) a Catholic school, please telephone 0114 256 6440 for the Catholic Diocese of Hallam or (2) a Church of England School, please telephone 01709 309 123 for the Diocese of Sheffield.

(For more help, please see the Prejudice Admission Appeal or Key Stage 1 (Reception / Foundation Stage 2, Year 1 and 2) Appeal Guidance for your particular appeal at <https://www.sheffield.gov.uk/schools-childcare/appeal-your-childs-school-place> or obtain a copy by contacting the Admissions Service by telephoning 0114 273 5766 / 5790.)

Important Information for Key Stage 1 Appeals (Reception / Foundation Stage 2, Year 1 and 2):

If your appeal is for admission to a Reception / Foundation Stage 2, Year 1 or Year 2 class, the law limits class sizes to 30. For Key Stage 1 appeals there are restricted **grounds** on which Appeal Panels may allow appeals in these cases. The only three **grounds** for allowing your appeal in this instance are:

Ground 1: the admission of additional children would not breach the infant class size limit and/or;

Ground 2: the Panel finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied and that your child would have been offered a place if the arrangements had complied or had been correctly and impartially applied and/or

Ground 3: the Panel decides that the decision to refuse admission was not one that a reasonable Admission Authority would have made in the circumstances of the case. What is "reasonable" is a high test. The Panel needs to be sure that when your child was refused a place it was "perverse" or "outrageous".

With regard to **Ground 3**, you must show that the Admission Authority either overlooked relevant information you had provided on your application for your preferred school; or took into account information not relevant to your application; or that the decision to refuse your child was not rational or logical based on the facts that you provided. The Panel in reviewing the decision to refuse admission to your preferred school will need to be satisfied that it was "perverse or outrageous in light of the authority's admission arrangements". It must

be emphasised that when reviewing this decision that the Panel can only consider information that you provided to the Admission Authority at the time the authority made the decision to refuse a place at your preferred school.

When completing this form in respect of **Key Stage 1 appeals**, please note that whilst you can add information about why you first applied for your said school, the Appeal Panel can only consider what was put in your original school application form at that time and not any new reasons you may add about why you made your initial school application. Your reasons for making this appeal are separate to this, and these will be considered in total by the Appeal Panel during the hearing.

This information is not in any way intended to discourage you from appealing, as it is your legal right to appeal against the decision to refuse admission on class size grounds, however you need to be aware of the three limited grounds above on which an appeal may be upheld by an Appeal Panel.

You must address one or more of the three grounds above if you are appealing a decision to refuse admission on infant class size grounds. If possible, please state which ground/s (1, 2 and or 3) you are addressing in your 'Grounds of Appeal'. **If you are unclear as to if the above relates to your appeal, please contact the Admissions Service or proceed to tell us why you are appealing for your said school as best and as clearly as you can.**

Exceptions to Infant Class Size Appeals

Whilst the majority of appeals for Key Stage 1 year groups in schools are restricted by Infant Class Size, there are a small number of schools where their Key Stage 1 appeals are considered on prejudice grounds. Please contact the Admissions Service if you are not sure whether your appeal is based on Infant Class Size grounds.

Please tell us below why you are making your appeal and why you want your child to attend the appealed for school. Insert an additional page / sheet if necessary:

IF YOU DO NOT ENTER ANY INFORMATION IN THIS SECTION, AND YOU ARE NOT ATTENDING YOUR APPEAL, YOUR APPEAL FORM WILL BE SENT BACK TO YOU

Click or tap here to enter text.

SECTION D: SIGNATURE

PRIVACY NOTICE: The information you provide to us will be used for school admission related purposes and may be shared, as appropriate, as the law allows, with other organisations (such as the Local Government and Social Care Ombudsman / Education and Skills Funding Agency). Further details on the Authority's Data Privacy policies and those of partner organisations can be found on the Sheffield City Council web site www.sheffield.gov.uk or the Information Commissioner's Office.

By signing below you confirm that the information given on this form is correct to the best of your knowledge and that you have read the Privacy Notice above.

SIGNATURE: Click or tap here to enter text.

PRINT NAME: Click or tap here to enter text.

DATE: Click or tap here to enter text.

If this form has been completed on behalf of a parent / guardian, would you please give your name and organisation if applicable.

NAME: Click or tap here to enter text.

ORGANISATION: Click or tap here to enter text.

Please email this form to schoolappeals@sheffield.gov.uk (if emailing the appeal form, please send it either as a completed Word or PDF document. Photo attachments ARE NOT permissible) or return it by post or in person to:

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