

Appeal Form for Sheffield Primary and Secondary Schools

Sheffield School Appeals
Democratic Services
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. You can return it either by post, in person or by email via the details above.

Date form received (For Office Use):

Do you require alternative access due to disability?

Do you require an interpreter?

Will you be attending your appeal?

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: sheffield.gov.uk/education/information-for-parentscarers/pupil-admissions/appeals.html or by contacting the Admissions Service at ed-admissions@sheffield.gov.uk or 0114 273 5766 / 5790.

SECTION A: YOUR CHILD'S INFORMATION (PLEASE USE CAPITALS)

1. Appeal information

- a. Student ID number (Provided on your Admission correspondences):
- b. First name:
- c. Last name:
- d. Date of birth:
- e. Age:
- f. Current year group:
- g. School you are appealing for:
- h. School allocated to you by Admissions:
- i. Year group to which the appeal relates:
- j. Have you been refused a place due to Challenging Behaviour?

2. Your details

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

Yes ☐

No ☐
- h. Telephone numbers:

Home:
Work:
Mobile:
- i. Email (use capitals):

3. Previous school details:

- a. Child's last or current school:

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

- a. New / Alternative address:
- b. Post code:
- c. Expected moving date:
- d. Reason for sending correspondence to a new / alternative address:
.....

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

.....

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

Name:

Date of birth:

Relationship to child you are appealing for:

Current school (if applicable):

Name:

Date of birth:

Relationship to child you are appealing for:

Current school (if applicable):

Name:

Date of birth:

Relationship to child you are appealing for:

Current school (if applicable):

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 either be in person or virtually by video or by telephone depending on your preferences)?

Yes ☐

No ☐

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

If you have ticked the NO box, please go to sections C and D.

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. In accordance with temporary regulations issued in relation to School Admission Appeals, face to face appeal hearings will not take place until the Admission Authority considers it is reasonably practicable to hold an appeal in person. In the meantime, all school appeals will be held remotely and not face to face as usual. The Independent Appeal Panel will decide how your appeal will be held. Appeals can be considered in one of three ways:

Video

They may decide that your appeal can 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. If the virtual appeal option is chosen, we will provide you with a detailed guide about how to access your appeal so that you can fully participate in it.

Telephone

Alternatively, the Panel may decide that your appeal can be held by telephone conference by using either a landline phone or a mobile phone to 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 telephone conference.

Paper

The Panel may decide to consider your appeal by reading your statement in support of your appeal for your preferred school and making a decision based on the written evidence you, the school and the Local Authority submit. **This would be a paper only hearing.** If this method is chosen, you will receive all of the written submissions from the Local Authority and your preferred school, and you will have the opportunity to send in questions about the decision not to allocate a place for your child at your preferred school. You will receive the responses to those questions before you make your final written submissions to the Appeal Panel.

So that the Panel can decide which method is most appropriate, we 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 video conference? 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 a telephone conference? 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 telephone conference? 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: Click or tap here to enter text.

Phone number: Click or tap here to enter text.

Paper (only tick yes if you do not wish to attend your appeal by any of the above means):

(A paper hearing occurs when your appeal is held without your presence, if you are unable to attend or if you cannot have someone attend on your behalf. In a paper appeal, the Appeal Panel 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.)

Yes ☐

No ☐

Whichever method you select, 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 request the notes of the meeting.
- 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/education/information-for-parentscarers/pupil-admissions/appeals.html> 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. 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

This image shows a full page of white paper with horizontal dashed lines, typical of primary school writing paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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:

PRINT NAME:

DATE:

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

NAME:

ORGANISATION:

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. Attaching photos of your form IS NOT permissible) or return it by post or in person to:

Sheffield School Appeals
Democratic Services
Room G13
Town Hall
Pinstone Street
Sheffield, S1 2HH

We will acknowledge that we have received your form within seven working days. If you do not receive an acknowledgement, please phone 0114 273 4008 to check that your form has been received.