

THE PIGGOTT CHURCH OF ENGLAND SCHOOL ADMISSIONS ARRANGEMENTS FOR ACADEMIC YEAR 2015-16

PREAMBLE

The vision of the Piggott School is to encourage the highest achievement in all its students, through inspirational teaching, opportunities and learning. To this end it has five main aims, namely to:

1. Develop enquiring minds which are capable of independent thought
2. Promote the value of lifelong learning
3. Be open to new ideas
4. Provide a caring environment based on Christian values
5. Encourage respect and tolerance

The Governors determined the admission arrangements in accordance with the applicable legislation and the School Admissions Code introduced in February 2013 and after consultation with the authorities of the Oxford Diocese and the relevant local admissions authorities. They conform to the needs of the Wokingham Borough Council's coordinated admissions arrangements and reflect the fact that, as a result of the amendments to the School's Funding Agreement made on June 12 2013 and the opening of Charvil Piggott Primary School, the Piggott School became an all-through setting for pupils aged 4-18years from September 2013.

Children are normally admitted to school in the Early Years Foundation Stage 2 (EYFS2)/Reception, Year 7 and Year 12. Children will be admitted to other years when spaces are available. They will usually only be admitted to the year group normal for their age: i.e. to EYFS2 if they have had their fourth birthday in the previous academic year, Year 7 if they had their eleventh birthday in the previous academic year, to Year 8 if they had their twelfth birthday in the previous academic year and so on. For exceptions to this see Part 5 below.

PART 1 – INITIAL ADMISSIONS TO RECEPTION (EYFS2)

ADMISSION NUMBER

The Governors have determined an admission number for this cohort of 30.

MAKING AN APPLICATION

Applications for entry to the Charvil Piggott Primary School in the school year September 2015- August 2016 must be included on the Local Authority (LA) Common Application Form for the applicant's Home Authority (ie the Authority in which the parents/legal guardian pays council tax - the home LA) and must be submitted to *that* LA no later than 15th January 2015. Parents may submit their applications to Reception Class on-line. Full details are available in the relevant LA Admissions Guide. Parents are advised to read the Wokingham LA Admissions Guide.

All applications will be considered and ranked in accordance with the oversubscription criteria (see below). Wokingham LA will be notified by 16th March 2015 and the home LA will make offers on behalf of the Governing Body on the date indicated in its Admissions Guide. Parents will be given a date by which to accept an offer. If an application is received after the deadline, this will be considered 'late'. Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply. Exceptional circumstances will apply when the application is received before the date parents are notified of places and there is a valid reason that the application could not have been made by the due date, e.g. because of hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required.

Parents (see Note 1) whose children were born between 1 September 2010 and 31 August 2011 may apply for them to be admitted to the Reception Class in September 2015. There are 30 places (the admission number) available. Our policy is to admit children to their National Curriculum year group, and not to offer early admission. Parents may request that a child whose fifth birthday falls between 1 September 2015 and 31 March 2016 does not start at school until later in the school year 2015-2016, or until the child reaches compulsory school age (the term after the child's fifth birthday), at which point the child must be in education. Under such circumstances, we will hold the place for that child, although, in the majority of cases, we believe that children benefit from starting at the beginning of the school year, rather than part way through it. Parents cannot defer entry until September 2016 for a child whose fifth birthday falls between 1 April 2016 and 31 August 2016.

If parents choose to defer their child's admission, or take up the place part-time but later wish to increase it to full-time before their child has reached compulsory school age, they must discuss this with the Head Teacher to agree the effective date.

If parents of children who reach the age of five between 1st April and 31st August 2016 do not wish to take up the allocated place until the next school year, they need to understand that the place cannot be held open. A fresh in-year application for a place in Year 1 in September 2016 would have to be made in the Summer Term of 2016 and there would be no guarantee that a place would be available at the school.

CRITERIA FOR ADMISSION

The Governors will admit all applicants if it is possible to do so without exceeding the admission number determined for the year. Should there be more applicants than this, places will be allocated to pupils who fall into the following criteria in order of priority until the number of places allocated is equal to the admission number: that is, places will be offered first to those who are in criterion A,

then, to the extent that places remain available, to those in criterion B and so on. Within each criterion applicants will be ordered according to the distance they live from the school site in Charvil, measured as a straight line between the Land Gazetteer address points for the home address and the school, using WBC's computerized mapping system.

In the event of there being a greater demand for admission than there are places available, **a child with a statement of special educational need (or Educational Health Care Plan – EHC), which names the Charvil Piggott Primary School will always be admitted.** Once places have been offered to these children, the following criteria will be applied in the order set out below:

A All looked after children or children who were previously looked after:

A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989). Previously "looked after children" include those children under the terms of the Adoption and Children Act 2002 (section 46 relating to adoption orders). The Children Act 1989, section 8, defines a "residence order" as an order settling the arrangements to be made as to the person with whom the child is to live and section 14A defines a "special guardianship order" as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- Confirmation by the home local authority that the child is looked after or
- Confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the following orders
 - I. Adoption order
 - II. Residence order
 - III. Special guardianship order

- B** Pupils whose **permanent home address is in the School's designated area and who have a sibling** living at the same address who already attends the School (in any Key Stage, i.e. EYFS2 (Reception year) – KS5) by the deadline for applications or who has attended the School in the past, for at least one full academic year. (For the definition of sibling see below);
- C** Pupils whose **permanent home address is in the School's designated area** but who do not fall into criterion B;
- D** Pupils whose **permanent home address is not in the School's designated area** but who would otherwise fall into criterion B;
- E** **(Secondary admissions only)** Pupils who attend one of the **linked primary schools**, who have not been admitted in an earlier criteria namely The Colleton, Crazies Hill CE, Knowl Hill CE, St Nicholas CE and Sonning CE (Aided) primary schools and Polehampton CE and Robert Piggott CE junior schools;
- F** Pupils whose parents have chosen the school on **denominational grounds**; an application will only be considered under this criterion if it is accompanied by a fully completed copy of the school's denominational certificate; for a pupil to meet this criterion at least one parent must have frequently attended for worship at a church within the Christian faith that is a member of the Churches Together in Britain and Ireland or The Evangelical Alliance over the year immediately preceding the date of application (frequent in this context means at least twice a month for at least eight months a year); and
- G** **All other pupils.**

Children of multiple births are a permitted exception to the Infant Class Size rules and all siblings of multiple births will be admitted even if this might result in the admission number being exceeded.

This exception does not extend to children born in the same school year but who are not from a multiple birth. In this instance, the place will be allocated by the drawing of lots carried out by at least two Governors. In such instances, parents will be offered the place and will need to decide whether they wish their children to be split or consider placement together at an alternative school after allocation.

The designated area referred to above is that defined by the school and held electronically by WBC. It may be viewed on its website. The definition of sibling is given below.

If the distances between the home address and School, as defined above, of two or more unconnected applications which fall in the same criterion are identical, then they will be placed in order by the drawing of lots.

Applications are processed on the basis of the pupil's single permanent home address as defined and determined by the LA. Evidence to support the validity of the claimed home address will be required by the LA (refer to the LA's published guide).

APPEALS

Unsuccessful applicants will be advised of their right to appeal at the time they are notified of the result of their application. Those who wish to appeal are requested to do so within twenty school days of being notified that their application has been unsuccessful. Only one appeal from an applicant will be heard in any one academic year, unless there has been a significant change in circumstances. The decision of the independent appeal panel is binding on the school.

PART 2 – INITIAL ADMISSIONS TO YEAR SEVEN

ADMISSION NUMBER

The Governors have determined an admission number for this cohort of 203.

MAKING AN APPLICATION

Applications to Academies must be in accordance with a coordinated scheme determined by the LA within which the applicant resides. It is to that LA that applications for a place at the Piggott School should be sent and that LA will advise the applicant of the result of their application. These schemes include procedures for the LA to pass on the application to the admission authorities for the schools concerned when it is not itself that authority. The governing body is the admission authority for the Piggott School and will receive and consider any applications made for a place at the School. The outcome of that consideration will be communicated to the applicant by, and in accordance with the procedures of, the relevant LA.

Parents wishing to apply for a place at the Piggott School from the start of the academic year should obtain from their LA a copy of its common application form and return it completed to the LA in accordance with the timescale published by the LA. This will be set out in the prospectus or guide published by the LA and available from it. Copies of these documents are available on the authorities' web sites and application forms can be completed and submitted on line. Wokingham Borough Council (WBC) sends copies of its guide and application form to the parents of all pupils in Year 6 who attend a primary or junior school in the borough early in the autumn term.

If the application is made on denominational grounds (see below), the Governors will also require completion of their denominational certificate, which is available from the School or Wokingham Borough Council. This certificate should be returned directly to the school.

LATE APPLICATIONS

If an application is received after the deadline, this will be considered 'late'. Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply. Exceptional circumstances will apply when the application is received before the date parents are notified of places and there is a valid reason that the application could not have been made by the due date, e.g. because of hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required.

CRITERIA FOR ADMISSION

The Governors will admit all applicants if it is possible to do so without exceeding the admission number determined for the year (see above). Should there be more applicants than this, places will be allocated to pupils who fall into the following criteria in order of priority until the number of places allocated is equal to the admission number: that is, places will be offered first to those who are in criterion A, then, to the extent that places remain available, to those in criterion B and so on. Within each criterion applicants will be ordered according to the distance they live from the school site in Wargrave, measured as a straight line between the Land Gazetteer address points for the home address and the school, using WBC's computerized mapping system.

The Governors are required to admit all pupils with statements of special educational needs (or Educational Health Care Plan – EHC), which names the Piggott School in the statement.

In addition, children attending the Charvil Piggott Primary School automatically transfer into Year 7 to the Wargrave Piggott Secondary School.

To the extent that the Governors are aware of any such pupils in either of the above categories to be admitted to Year 7 in 2015-16 at the time of allocating places to other applicants, the number of places allocated to others will be reduced so that the total number of admissions will not exceed the determined admission number of 203.

The criteria referred to above are found above on pages 2 – 4.

ACCEPTING OR DECLINING THE OFFER OF A PLACE

Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the LA within two weeks from the date of the offer letter. If a form is not received, there will be one further written reminder and failure to respond may result in the place being withdrawn. Parents are requested to advise the school at any stage, if they are not accepting the place for any reason.

APPEALS

Unsuccessful applicants will be advised of their right to appeal at the time they are notified of the result of their application. Those who wish to appeal are requested to do so within twenty school days of being notified that their application has been unsuccessful. Only one appeal from an applicant will be heard in any one academic year, unless there has been a significant change in circumstances. The decision of the independent appeal panel is binding on the school.

WAITING LIST

The LA will maintain a waiting list until 31st December, after this date the School will maintain a waiting list for unsuccessful applicants. Pupils on the list will be placed in order according to the criteria used in considering the original applications. Places, if they become available, will be offered to pupils from this list in strict order. Parents who are unsuccessful will be asked if they wish their pupil to be placed on the waiting list for their year and will be advised, on request, where the pupil stands in the list. It should be remembered that a pupil's position on the list may rise and fall as others are added or removed from the list. This list will be maintained until the end of the first term. Parents are requested to notify the Admissions Administrator if at any time they no longer wish their pupil to be considered for a place at the School.

Children admitted under the Wokingham Fair Access Protocol will take priority over children on the Waiting List.

PART 3 – IN-YEAR ADMISSIONS

INTRODUCTION

All applications for admission to the School outside the normal admissions round, other than applications for the Sixth Form, will be treated as in-year applications.

PROCESS

Parents wishing to apply for a place at the School should obtain a copy of the common application form from Wokingham Borough Council. This applies to pupils living in other Local Authorities, where these Authorities are not using the in-year coordinated scheme. This should be completed and returned to the Council in accordance with its instructions. The Council will notify the parent of the outcome of the application once the school has advised them of the decision made by the admissions committee.

If a pupil is applying on denominational grounds when moving into the area, a certificate signed by their previous church will be accepted.

If there are pupils on a waiting list for the year into which the applicant is seeking admission, then the pupil will be placed on that waiting list in a position determined by application of the criteria used in determining initial admissions to that year group. Pupils will be admitted from the waiting list in order as space becomes available.

If there is no pupil on the waiting list for the year into which the applicant is seeking admission, then the Governors will determine whether a place can be offered to the applicant. If at the time of this determination the school has applications from more than one pupil for admission to the same year group, all the applications will be ordered according to the criteria used in determining initial admissions and will be considered in that order.

Unless they are statutorily obliged to admit the applicant or the application is covered by WBC's Fair Access Protocols, Governors will, when reaching a decision on an application for admission to a full year group, normally refuse a place. Unsuccessful applicants will be placed on the waiting list if they confirm that they wish to be.

APPEALS Anyone whose application is unsuccessful may appeal. The process is as described above for Initial Admissions.

PART 4 – ADMISSION TO THE SIXTH FORM

Students wishing to join the Piggott School Sixth Form need to meet the following requirements, depending on which pathway has been chosen. The pathway required is available subject to the Average Point Score (APS) being achieved at GCSE, together with individual subject requirements. The Qualification Curriculum Authority (QCA) awards points according to the following table and these are used to determine APS at GCSE (ie the average score achieved for grades gained at GCSE)

| | | | | | | | |
|----|----|----|----|----|----|----|----|
| A* | A | B | C | D | E | F | G |
| 58 | 52 | 46 | 40 | 34 | 28 | 22 | 16 |

A level Pathway (level 3)

- A student wishing to take the A level option must achieve an APS at GCSE of 43 points or more.
- The minimum GCSE grade for English and Mathematics is a C grade. This grade requirement could be higher, depending on the subject choice.
- Students are required to take 4 subjects at AS level in Year 12 and 3 subjects at A2 level in Year 13.
- Each subject has specific entry requirements based on particular GCSE grades and these also need to be achieved to access the course. Details of such requirements are to be found on the School's website.

Vocational Pathway (level 3)

- A student wishing to take the Vocational option must achieve an APS at GCSE of 38 points or more.
- Students are required to take the equivalent of 3 Vocational subjects in Year 12 and 2/3 Vocational subjects in Year 13.
- Each subject has specific entry requirements based on particular GCSE grades and these also need to be achieved to access the course.
- The minimum GCSE grade for English and Mathematics is a D grade. This grade requirement could be higher, depending on the subject choice.
- All Students will need to follow an English or Mathematics course equivalent to GCSE in Year 12 if they have not achieved a C grade in either subject at GCSE.
- It is possible to mix and match the Vocational and A level courses. Entry requirements for each subject will still need to be achieved.

Vocational Pathway (level 2)

Where the entry criteria for a level 3 course have not been met, the following level 2 option will be available.

- A student wishing to take the level 2 Vocational option must achieve an APS at GCSE of 34 points or more.
- The minimum GCSE grade for English is a D grade and for Mathematics is an E grade.
- Level 2 courses in English, Mathematics and Workskills, which form the core of this course.
- A choice of three further vocational subjects equating to six GCSEs to be studied in Year 12.
- Successful completion of this pathway will entitle you to pursue a level 3 course.

The School has set an admission number of 20 external candidates for the Sixth Form. All pupils attending the School at the end of Year 11 will be offered places in the Sixth Form provided that they meet the minimum requirements for the relevant courses. Applications from those not attending the School will also be accepted and they will be offered places when spaces are available. All those offered places will be offered places on the courses they wish to follow subject to their meeting the specified academic requirements for those courses and there being places available. When students are offered a place at the school but a course they wish to pursue is full, they will be offered an alternative course.

MAKING AN APPLICATION

Those wishing to apply for a place in the Sixth Form starting in Year 12 in September 2015 should complete the School's Sixth Form Application form, obtainable on the School's web site or from the Admissions Administrator. This form must be completed and returned by 1st December 2014. Pupils in Year 11 already attending the School will be given a copy of the form shortly before it must be returned.

Meetings may be arranged with students and their parents to discuss the options open to them and to help the student decide on the suitability of particular courses. Such meetings play no part in the allocation of places, which are determined solely by the application of the criteria below.

LATE APPLICATIONS

If an application is received after the deadline, this will be considered 'late'. Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply. Exceptional circumstances will apply when the application is received before the date parents are notified of places and there is a valid reason that the application could not have been made by the due date, e.g. because of hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required.

CRITERIA FOR ADMISSION TO THE SCHOOL

The Governors will admit all applicants for whom there are places available on courses they wish to pursue if it is possible to do so without exceeding the original admission number applicable to that year group when admissions to Year 7 were done (i.e.180). The Governors will, in any case, admit all applicants who are already at the School and 20 external applicants, if there are sufficient applications.

Should there be more external applicants than this, places will be allocated to pupils who fall into the following criteria in order of priority until the number of places allocated is equal to the admission number: that is, places will be offered first to those who are in criterion A, then, to the extent that places remain available, to those in criterion B and so on. Within each criterion applicants will be ordered according to the distance they live from the school measured as a straight line between the Land Gazetteer address points for the home address and the school, using the WBC's computerized mapping system.

The Governors are required to admit all students with statements of special educational needs that name the Piggott School in the statement; these students will be admitted first.

The criteria referred to above are:

- A Relevant and previously looked after children; for full definition, see page 2.
- B All other external applicants.

CRITERIA FOR ADMISSION ON COURSES

All students who are offered places at the School will be offered places on the courses they wish to follow, subject to their achieving the specified academic results, as quoted in the Sixth Form brochure, and there being sufficient spaces. If there are insufficient spaces on any course for all those students who have expressed an interest and who have the appropriate qualifications, then places will be allocated first to stated children and then to others applying the criteria below. Applicants who are unsuccessful at obtaining places on a particular course will be offered a place on an alternative course.

The criteria to be used for deciding places on oversubscribed courses are:

- A Pupils already attending the school at the time of application;
- B Relevant and previously looked after children; see page 2 for full definition.
- C All other applicants.

These criteria will be applied in precisely the same manner as the criteria for admission are applied.

Offers of places to external students will be subject to the School confirming date of birth or right of abode by examination of the birth certificate and/or student's passport, as appropriate.

Parents will be asked to declare that the address used in the application will be their place of residence beyond the date of the student starting at the School; the offer of a place may be withdrawn if false or misleading information is given. Supporting evidence of this declaration may be required in the case of there being more applications than can be accepted.

ACCEPTING OR DECLINING THE OFFER OF A PLACE

Places are offered on the understanding that there is a commitment to meet the academic requirements of the course.

Parents are required to accept or decline the allocated place using the form sent with the allocation letter.

The form must be returned to the School within three weeks from the date of the offer letter. If a form is not received, there will be one further written reminder and failure to respond may result in the place being withdrawn.

Parents are requested to advise the School at any stage, if they are not accepting the place for any reason.

APPEALS

Anyone whose application is unsuccessful may appeal. The process is as described above for Initial Admissions to Year 7.

The Piggott School ensures that the independent appeal panel is trained to act in accordance with all relevant provisions of the School Admissions Appeals Code published by the Department for Education. The Code can be found online. If, after an appeal, an appellant is concerned that the appeal did not comply with the Appeals Code or was set up wrongly, and that this affected the

outcome of the appeal, a complaint can be made to the Education Funding Agency (EFA). The EFA will investigate the complaint on behalf of the Secretary of State.

If the EFA finds that the appeal arrangements have breached the Code, the Piggott School may be required to establish a fresh appeal to hear the case again if EFA finds that such a breach affected the outcome of the appeal.

Complaints to the EFA about the appeal panel *process* (not the *outcome*) should be submitted by sending a completed complaint form by email to academyquestions@efa.education.gov.uk or by post to the Admission Appeal Complaints team at the Education Funding Agency.

The EFA's Procedure for dealing with complaints about the maladministration of independent appeal panels for admission to academies is available to download (see page 13).

Contact details available on page 12.

PART 5 – INFORMATION

OUT-OF-AGE ADMISSIONS

Children are usually admitted to the School in the year group normal for their age (e.g. a child who becomes 11 years old in one academic year would be admitted to Year 7 in the following academic year). Admission to any other year group is considered an out-of-age admission and will only be agreed to as set out here. Exceptionally, pupils **above** the age of 11 but are attending Year 6 of a primary or junior school will be treated as in age, in respect of applications to Year 7.

For admission to EYFS2 pupils must have had their fourth birthday in the previous academic year, and to Year 7 they are expected to have had their eleventh birthday before the start of the academic year in which they are admitted. Pupils younger than their peers in these respective year groups (including applications for the Sixth Form) will not be considered for admission unless there are sound educational grounds for earlier admission and they have been working ahead of their year group for a few years. For the Sixth Form the student will be expected to have taken their GCSE examinations.

In all other cases out-of-age-group admissions will only be agreed when there is consensus that it is in the best interests of the child; the circumstances of each case will be considered individually. Such a consensus would be reached between the parents, schools concerned (the current school and the Piggott School) and any relevant professionals asked for their opinion by the Piggott School.

SIBLINGS

When used in this document or the associated application forms, sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the pupil for whom the school place is sought is living in the same family unit at the same address as that sibling.

PARENT

When used in this document or the associated application forms, parent means any person who has parental responsibility for or is the legal guardian of the pupil.

A child who is above statutory school age may apply for a place in their own right. Children not above statutory school age may apply in their own right for entry to the Sixth Form (i.e. children working ahead of normal year). When a child, with the right to do so, applies in their own right, as necessary references to parent should be read as references to the child.

LA

In this document references to LA refer to the local authority within which the applicant resides. Applications are made to that authority and it is that authority which will notify applicants of the outcome of their application both as a Year 7 applicant and an In-Year applicant.

DRAWING OF LOTS

When it is necessary, in accordance with this document, for the allocation of a place to be determined by the drawing of lots, the draw will be carried out by WBC in the manner prescribed for the drawing of lots to determine the allocation of places at the schools for which it is the admission authority.

CONTACTS

School documents and copies of school forms are available on the School's web site www.piggott.wokingham.sch.uk. They can also be obtained from the Admissions Administrator, whose contact details are given below. Any queries concerning admission to the school should be addressed to the administrator as well.

| | | |
|------------------------------|-----------|--|
| The Admissions Administrator | Email | admissions@piggott.wokingham.gov.uk |
| The Piggott School | Telephone | (0118) 9402357 |
| Twyford Road | Fax | 0871 2264213 |
| Wargrave | | |
| Reading RG10 8DS | | |

Copies of Wokingham Borough Council documents and forms are available on its web site www.wokingham.gov.uk/admissions. They can also be obtained from the School Admissions Team, whose contact details are given below. Any queries about Wokingham's admission arrangements should be addressed to the team.

| | | |
|---------------------------|-----------|--|
| School Admissions Team | Email | schooladmissions@wokingham.gov.uk |
| Pupils' Services | Telephone | (0118) 9746143 |
| Wokingham Borough Council | Fax | (0118) 9746135 |
| P O Box 156 | | |
| Shute End | | |
| Wokingham | | |
| Berkshire RG40 1WN | | |

Admission Appeal Complaints
Academies Central Unit,
Education Funding Agency
Earlsdon Park
Butts Road
Coventry
CV1 3BH



Complaint of maladministration by an independent appeal panel for admission to an Academy

What the EFA can consider

The EFA cannot consider complaints that the decision of an independent appeal panel for admission to an Academy was wrong. The EFA acts on behalf of the Secretary of State in these matters and he cannot overturn the decision of a properly constituted appeal panel, therefore neither can the EFA. Decisions can only be overturned by the courts where the appellant is successful in applying for a judicial review. The EFA can consider:

- whether the panel was correctly constituted by the admissions authority; and
- whether the admissions authority has acted reasonably in exercising functions in respect of the appeals process, or failed to discharge a duty in relation to that process. The EFA will look at complaints that a panel was not set up in line with the provisions of the Code, or did not follow the procedures that are set out in the Code.

A complaint must be made using the following form.

| | |
|--------------------------------------|---------|
| Name of person submitting complaint: | |
| Address (including post code): | |
| Phone no: | E-mail: |

About the appeal

| | |
|---|-------------------------|
| Name of child: | |
| Are you the child's legal guardian?*: Yes/No | Date of appeal hearing: |
| Academy applied for: | |
| Name of Clerk and address on the decision letter: | |

*If you are not the child's legal guardian, the EFA will need a signed statement from them to show you are acting on their behalf.

How the EFA will handle your complaint: Your complaint will be considered under the EFA's published Procedure for handling complaints about the administration of the appeal process by independent appeal panels for admission to Academies which is available from the Department for Education website

Details of your complaint:

Please tick below to indicate whether you think the panel:

| | | | | | |
|-------------------------|--------------------------|-------------------------|--------------------------|--|--------------------------|
| Was not set up properly | <input type="checkbox"/> | Did not follow the Code | <input type="checkbox"/> | Did not act reasonably in discharging duties | <input type="checkbox"/> |
|-------------------------|--------------------------|-------------------------|--------------------------|--|--------------------------|

Please explain here the reason(s) you would like to complain:

How did this affect the outcome?

Please explain why you think this affected the outcome of your appeal:

Sharing information

Please tick to indicate if you are happy for the detail of your complaint to be shared with the Clerk to the appeal panel and the Academy. The EFA will not be able to take your complaint further if you tick No, unless the complaint is about a general failure of compliance.

Yes

No

Further information

Please attach or enclose any information that you think is relevant to your complaint, for example the decision letter from the appeal panel. The EFA will contact you for more information if needed.