

Who can appeal?

If you have been refused a place at one or more of your preferred schools, you are entitled to appeal against that decision. If you had not applied for the Academy or have not received a letter refusing admission, you are not entitled to appeal.

You cannot appeal for a lower preference school if you have been offered a higher preference school.

If your circumstances have changed and you now prefer a lower preference school, you should contact the Local Authority to explain your changed circumstances and find out whether you need to make a new application.

What is the published admission number?

The published admission number (PAN) is the number of pupils in each year group that the admission authority (Brooke Weston Trust) has agreed will be admitted without causing problems for the Academy.

What is School Admissions Code?

This is statutory guidance issued by the DfE for admission authorities.

What is the School Admission Appeals Code?

This is statutory guidance issued by the DfE to follow when arranging school admission appeals.

What is meant by over-subscription admission criteria?

If Corby Business Academy is oversubscribed and receives more applications than there are places available, the published over-subscription admission criteria will be applied to decide which children will be offered a place.

What is the preferred school?

The Local Authority application form requires parents to list schools by preference. This is not the same as choosing a school for their child.

The appeal form

When completing your form, please give as much detail as you can about why you are appealing for a place at a Corby Business Academy. You must be able to provide documentary evidence of the claims you make.

Who are the appeals panel?

Appeal panels comprise a minimum of three members. They are not connected with the Local Authority, Brooke Weston Trust or Corby Business Academy. They are volunteers and give their time freely in order to assist with the appeals process. All panel members are fully trained before they sit on panels.

Who is the clerk to the Appeal Panel?

This is the person appointed by Brooke Weston Trust to ensure that the admission appeal is conducted properly and in accordance with the School Admission Appeals Code. This person is also able to give independent advice to parents/guardians.

When will I be notified of my appeal hearing date?

You should receive a letter from the admissions authority at least 10 school days before the hearing date. For applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals.

What happens at the appeal hearing?

At the appeal, all parties have the right to attend. This means that both you and a representative from Corby Business Academy (the presenting officer) will be able to address the appeal panel. You have the right to be represented or to be accompanied by a friend.

There will be a public first stage appeal, when the Academy presents its case to all parents appealing, who can then ask questions. The panel members may also question the presenting officer. There are then private second stage appeals, when you present your own case.

When you arrive at the Appeals venue, you will be asked to wait until the panel is ready for you. The clerk will collect both you and the presenting officer and take you to where the appeal takes place.

- The chair of the panel will greet you, introduce everyone present and outline the procedure to be followed.
- The presenting officer will explain why a place at the school could not be given to your child, and will deal with questions.
- You will give your reasons why you think an exceptional place should be given for your child at Corby Business Academy, and will answer any questions.
- The presenting officer will sum up.
- You will sum up.
- The panel members can ask questions at any time, and can ask the clerk for advice or guidance at any time.

The decision

The panel will not make their decision until after they have heard the last appeal. You will be notified in writing of the decision.

A panel can only allow or refuse an appeal. They have no influence on your child's position on the waiting list for a school.

The appeal panel's decision is binding and can only be challenged via a judicial review.

The Local Government Ombudsman may consider a complaint of maladministration (i.e. the way your appeal was dealt with).

In some instances the Secretary of State may consider whether the panel was correctly constituted and if the panel acted reasonably.

When do I find out the outcome of my appeal?

You should hear in writing within five working days of the appeal – the clerk will tell you on the day when you can expect to hear. The admissions authority must adhere to the decision, unless it is later overturned by a court. If you are successful, you will receive a letter from the school offering you a place shortly afterwards.

How many times can I appeal?

You can apply once per school, per school year. So if you do not win and your child is compelled to start the school you do not like in September, you can appeal again when he/she is in year 7 when you may have new grounds.

What can I do if I think the appeals process was not carried out correctly?

If you are unhappy with the way the appeal was carried out, you can complain to your local government ombudsman. They can recommend a new appeal but cannot overturn the appeal panel's decision.

More information about the appeals process may be found on the Local Authority's website:

<http://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/school-appeals/Pages/the-appeals-process.aspx#collapse6>