

**Selective Secondary School Admission Appeal Form**

**Section 1**

Title: Mr/Mrs/Ms/Miss/Other (please specify) …….………………

First name: …………………….……………………………………………………………………………….

Surname: ………………………………………………………………………………………………….…...

Address: ……………………………………...………………………………………………………………...

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Town: ……………………………………………………………………. Post Code: ………………………

Daytime telephone number: ………………………………………………………………………………….

Email address: …………………………………………………………………………………………………

**Section 2**

Your child’s name: …………………………………………………………………………………………….

Your child’s age: ……………………………………………… and date of birth: ……………………….

School you are appealing for: ……………………...………………………………………

School you have been offered: ……………………………………………………

School your child attends: ……………………………………………..…...

Please indicate the year group and date you want your child to start school:

Year Group: ……………………………...…………Start date: ……………………….…………………

Will you be present at the hearing?..................................................................................................

The Hearing will take place using Zoom, as explained in the TIPS 2 Booklet. Please indicate below if you are unable to participate via video and outline your concerns, so that we can consider any reasonable adjustments.

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If your child is already at school and you want to change to a different school, please indicate the reasons for your request for a change of school:

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If your appeal is for entry into Year 7 in September, your appeal will be held within 40 schools days from the deadline to submit an appeal form.

If your appeal is for entry into any other year group, your appeal will be held within 30 school days from its receipt.

If there are any dates that would be inconvenient for you or would prove difficult please list them below. (Every effort will be made to avoid such dates but cannot be guaranteed.):

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You may be accompanied by a friend or representative to assist you at the appeal hearing. Please provide details (including their contact details such as their email address) of any persons who may accompany you:

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**Section 3**

Grammar schools are allowed to select children for admission on the basis of academic ability and may leave places unfilled if there are insufficient eligible applicants. Some grammar schools offer places to those who score highest, others set a pass mark and then apply oversubscription criteria to those students who reach the required standard.

Some grammar schools operate a ‘local review’ process to determine whether children who have not quite met the required pass mark ought to be deemed as being of grammar school standard. Such a review will be completed before the allocation of places so that children who are consequently deemed to be of grammar school standard can be considered at the same time as others. The local review process does not replace your right of appeal against the refusal of a place at the school you have applied to.

An appeal panel may be asked to consider an appeal where the parent is of the opinion that their child did not perform to the best of their ability on the day of the entrance test.

Where a local review process has **not** been applied, the panel **must** only uphold the appeal if it is satisfied:

1. that there is evidence to demonstrate your child is of the required academic standard, for example, by submitting evidence such as recent school reports, SAT results or a letter of support from their current school clearly indicating why your child is considered to be of grammar school ability; and
2. where applicable, the argument for admitting your child is greater than the school’s case of admitting an additional child would cause difficulties for the school, such as:

a) the effect an additional child would have on the school in the current and following academic years as the year group moves through the school;

b) whether any changes have been made to the school’s physical accommodation or organisation since an admission number was originally set for the relevant year group;

c) the impact of the locally agreed Fair Access Protocol; and/or

d) the impact on the organisation and size of classes, the availability of teaching staff, and the effect on children already at the school.

Where a local review process **has** been followed, the panel **must** only consider whether each child’s review was carried out in a fair, consistent and objective way. If there is no evidence that this has been done, the panel **must** follow the process above. To find out if your child was subject to the local review process please contact the school you are appealing for.

Regardless of whether your child has been subject of a local review process or not, the panel **must not** devise its own methods to assess suitability for a grammar school place.

**Where a Local Review has not been carried out please complete the following:**

Q1. Do you have any evidence to suggest your child should have achieved a higher score in any/all of the tests? *Please place a cross (x) in the relevant box below.*

No, I do not have evidence that indicates my child should have achieved a higher score in any/all of the tests.

Yes, I have evidence to suggest that my child should have achieved a higher score in any/all of the tests (please provide further information below and your evidence with this appeal form).

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Q2. Do you have any evidence to suggest that the argument for admitting your child is greater than the school’s case of admitting an additional child would cause difficulties for the school, such as:

a) the effect an additional child would have on the school in the current and following academic years as the year group moves through the school;

b) whether any changes have been made to the school’s physical accommodation or organisation since an admission number was originally set for the relevant year group;

c) the impact of the locally agreed Fair Access Protocol;

d) the impact on the organisation and size of classes, the availability of teaching staff, and the effect on children already at the school?

(Please provide further information below and your evidence with this appeal form)

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**Where a Local Review has been carried out please complete the following:**

Q3. Do you have any evidence to suggest your child’s Local Review was not carried out in a fair, consistent and objective way? *Please place a cross (x) in the relevant box below.*

No, I do not have any evidence to suggest my child’s Local Review was not carried out in a fair, consistent and objective way?

Yes, I have evidence to suggest my child’s Local Review was not carried out in a fair, consistent and objective way (Please provide further information below and your evidence with this appeal form).

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I confirm that I have been refused a place at the school for which I am appealing.

Signed: ……………………………………………………….. Date: …………………………………….

Please print your name: …………………………………………………..

Please submit this form via email to [governance.support@torbay.gov.uk](mailto:governance.support@torbay.gov.uk) or by hard copy to:

Torbay Independent Appeals Panel

c/o Governance Support

Torbay Council

Town Hall

Torquay

TQ1 3DR