



## Guidance notes for Parents/Carers appealing for a Secondary Phase place in Year 7 at The Nottingham Emmanuel School

*Frequently asked questions about the appeals process*



### Will my child lose the place offered to them if I appeal for The Nottingham Emmanuel School?

Any places offered by another school are not affected by the appeals process. Both the Academy and local authority strongly advise you accept the place offered to you whilst appealing. This will ensure you are not left without a school place in the event of an unsuccessful appeal.

### Will an appeal affect my child's position on the waiting list?

Appeals do not affect positions on the waiting list. Your child's position is determined entirely by the Academy's admissions arrangements. Equally, waiting lists are not something that appeals panels can take into consideration therefore your position will not influence the panel's decision when hearing an appeal.

### How do I submit an appeal?

Appeals need to be submitted in writing directly to the academy. An appeal can be in the form of an email or letter attached to a 'NES Appeals Form' which is available on the academy website [www.emmanuel.nottingham.sch.uk](http://www.emmanuel.nottingham.sch.uk) under the **Prospective Parents > Appeals** tab. Details in the appeal must include; child's name, date of birth, sex, full address as well as parent/carers name, relationship to child, contact number and email address. Please see below details for submitting your appeal.

**Email:** [appeals@archwaytrust.co.uk](mailto:appeals@archwaytrust.co.uk)

**Post:** F.A.O Independent Appeals Panel Clerk  
c/o The Nottingham Emmanuel School  
Gresham Park Road  
Nottingham  
NG2 7YF

### What types of additional supporting documentation should I submit with my appeal?

It is for you to decide what information and documents you wish to include in your case. However, if your appeal is based on medical grounds, you should, where possible, provide written evidence from a medical practitioner to support this. If your case is based on a house move you should provide official confirmation of your new address. The Appeal Panel will not contact people on your behalf, for example; if you want the Appeal Panel to see a medical report or consider the views of a Social Worker or a previous teacher you will need to get that information yourself and submit it as part of your appeal. Please do not submit original documents that you wish to keep as all the information and documents you submit as part of your appeal will be retained. If you submit information or photographs that include other children please make sure that you have parental approval and that you are not in breach of any data protection rights. Information that you submit will need to be photocopied so it can be submitted to the Appeal Panel. It is your responsibility to ensure that any documentation you are submitting is clear and can be easily copied. Supporting information or additional evidence must be received by the evidence deadline which will be by Wednesday 12<sup>th</sup> April 2023. Any information received after the stated evidence deadline might not be considered as part of your case. It will be the Appeal Panel's decision whether or not it should accept any late information.

### How long do I have to lodge my appeal?

The decision letter you received from the local authority will give a deadline for lodging the appeal. The deadline for submitting on-time appeals for the Year 7 September 2023 intake is **Wednesday 29<sup>th</sup> March 2023**. If you have passed this deadline, your appeal will still be heard however this may cause delays and may not be heard at the same time as the appeals submitted on time.

### Can I appeal for more than one school/academy at the same time?

Yes, you can submit appeals to any school/academy that you have made an application to and been refused a place for.

### What should I expect once I have submitted my appeal?

You should receive a letter of acknowledgment within 10 school days of submitting your appeal. If you have not received this you are advised to contact admissions at the Academy on 0115 977 5380.

**When will my appeal be heard?**

Please refer to the 'Appeal Timeline - Sept 2023 Intake' published on the academy website for further details on specific dates throughout the process. The aim is to hear all on-time appeals and to have decisions communicated by the end of May 2023 ahead of the year 7 intake September 2023.

**What happens in an appeal?**

In normal prejudice appeals for school admissions there is a two stage process.

**Stage One:** The admission authority will present its case to the panel and parents appealing. The panel will then need to determine the following in making a decision to proceed to stage two of the appeals process. Whether the admission arrangements have been correctly and impartially applied in the cases in question for The Nottingham Emmanuel School, and whether the admission of additional children to the academy would prejudice the provision of education at The Nottingham Emmanuel School.

**Stage Two:** In stage two parents/carers will be given the opportunity to present their individual case to the panel and give reasons as to why their child should be admitted to the academy.

**What do the appeals panel consider in stage two of the appeal?**

The panel will balance the prejudice to the students already on roll at the academy against your case for your child to be admitted to the academy or whether your child would be more prejudiced by not going to the academy. In deciding as to who would be more prejudiced, the panel will consider evidence from the admissions authority, such as communal space, size of classrooms, levels of special educational needs or English as an additional language etc. They will also take into account your reasons for expressing a preference for the academy, such as if there are no other schools nearby with places available and any particular difficulties that may result from your child not attending The Nottingham Emmanuel School.

**Who are the Independent Appeals Panel & Panel Clerk?**

The independent appeals panel are a group of people who are independent of the local authority, the academies admission authority and the academy itself and are appointed by the admission authority to hear appeals in accordance with the School Admission and Appeals Code. The Code determines that the panel is made up of lay persons and people with experience of education. In most cases the panel will comprise of three persons, and at least one must be a lay person and at least one must be experienced in education. The Independent Appeals Panel Clerk is an individual appointed by the admissions authority to ensure that the admission appeal process is conducted properly, and in accordance with the Code of Practice for School Admission Appeals.

**When and how will I be made aware of the decision of my appeal?**

The decision of the panel will be communicated to you in writing within 5 school days of the appeal. However, in the case of multiple appeals this will be within 5 school days of the last appeal hearing. This will be by post.

**If my appeal is unsuccessful can I appeal again?**

You can only appeal once per academic year. You will not be able to submit another appeal until your child is in their next academic year of education. The only exception of this would be due to a substantial change of circumstances as determined by the Independent appeals clerk.

**What is the next step if I am not happy with the outcome of the appeal?**

The outcome of the appeal cannot be revisited. If the appeal was not administered correctly then you can take your case to the Regional Schools Commissioner, who will only look at the process to ensure you had a fair hearing, you will need to outline reasons why the appeal did not meet the guidelines set out in the Schools Appeals Code. They do not however have the power to amend the decision made by the panel, only to request another panel is convened.