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Guide for parents Admission Appeals

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Your right to appeal

If you apply for a place in a state-funded school and you are refused, you have the right to appeal against the decision of the admission authority for the school — that is the Torquay Academy Trust. The right to appeal is given under section 94 of the School Standards & Framework Act 1998. These notes apply to the appeals for year group 7 to 12 at Torquay Boys' Grammar School.

What is an appeal panel?

The panel that will hear your appeal is independent of the school, the Academy Trust and the Local Authority. It consists of three people who are familiar with education in the area, served by a Clerk. The hearings are conducted in accordance with the law following a procedure set out in the School Admissions Appeals Code, issued by the Department for Education in 2012. The panel makes every effort to ensure the proceedings are as informal as possible and you have the opportunity to explain the reasons for your appeal in your own way and to ask the questions you want to ask.

When will my appeal be heard?

There is a set timescale for appeals for the normal intake into Year 7. We publish that in our admissions policy on our web-site. For in year appeals, your appeal will be heard within 30 school days of you submitting your appeal. Ten school days before the hearing, the Clerk to the panel will write to you to say where and when it will be heard. If there are a lot of appeals, it may be that Stage 1 and Stage 2 of the hearings are held on different days. The letter will include a statement from us setting out the reasons why we

could not offer your son a place at here. You will also receive a copy of your own submission so that everyone is clear on the information the panel will have to consider. You should read them and bring them with you to the hearing. By having a copy of our submission in advance you will be able to consider whether there are any questions you would like to ask. If there is anything else you would like to submit, you are asked to send in any additional papers at least 5 working days before the hearing. The panel will be told what score your son achieved in the entrance test.

What sort of evidence should I present?

You will need to present strong and compelling evidence to the panel to demonstrate that your son is of the ability to benefit from a grammar school education. The evidence must prove high academic ability and may also include proof of mitigating circumstances for not securing a higher mark. It may be that your son did attain the required mark. The most ready source of information about your son's ability is likely to be his current primary school. You should ask yourself whether the school will feel able to support your appeal and what evidence they could produce. To provide supporting evidence, we would strongly recommend that you act now by asking the headteacher, class teacher and any other relevant professional who is independent of the family to comment on: LI Ability in the core subjects, English, Mathematics and Science including the predicted KS2 SATS level and current Teacher Assessment Level;

EI Qualities of perseverance, application and ability to work independently;

LI Attendance and health, which may have adversely affected your son's overall performance in the tests; EI Whether they are aware of anything on the day of the test which would have adversely affected your son's performance in the test;

LI Whether they think that your son's score in the test accurately reflects his ability and, if not, what score they would have expected him to achieve -and why.

Academic evidence could include:

EI Good scores in curriculum tests, high teacher assessments in core subjects and good predicted scores for KS2 SATS tests. The more specific a teacher can be the better. For example, if your son is working at Level 5a in Maths this will be stronger than simply saying he is at Level 5.

EI Good previous school reports especially if they detail National Curriculum attainment levels or talk of high ability. EI A high reading age, if the school carries out reading age testing. EI High CATS test scores, if the school carries out any of these tests.

EI Strongly expressed opinion from the Headteacher that your child has the ability to cope and succeed with the fast track environment at a grammar school.