Birmingham City Council

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Dear Parent/Carer

SECONDARY SCHOOL ADMISSION APPEALS

I am writing to you as the Local Authority has been unable to offer your child a place at your preferred school. The Authority is unable to offer your preferred school because the school is currently full to its published admission number in your child's year group and the Authority therefore believes that to comply with parental preference and admit your child to the school would prejudice the provision of efficient education or the efficient use of resources. You have the right to appeal against this decision.

Enclosed with this letter is a leaflet regarding school appeals, together with an appeal form which you must complete if you wish to exercise your right of appeal to an independent appeal panel. Before you complete the form please read this letter and the leaflet carefully. You should answer all the questions fully as this will ensure the appeal panel is aware of all the facts concerning you and your child. The section marked "reasons for appeal" is provided for you to explain to the appeal panel why you feel your child should be admitted to your preferred school. You should explain this as clearly as possible. Should you decide to exercise your right of appeal, you are encouraged to attend the appeal hearing (accompanied by a friend if you wish). If you decide not to attend, your appeal form and any supporting information you provide will be the sole basis of your whole case. If you are appealing on medical grounds you will need to provide documentary evidence in the form of a letter from your family doctor or a hospital consultant to support your appeal.

USEFUL INFORMATION – ALL SECONDARY APPEALS

Of the 940 appeal cases heard during the 2010/11 academic year, 50 appeals were decided in the parents' favour. Therefore 5.3% of all secondary appeals heard were successful.

Fair Access Protocol

Pursuant to obligations imposed on it by the School Admissions Code, the Local Authority may consider the case of any child who is not on the roll of any secondary school and who fulfils set criteria in accordance with a 'Fair Access Protocol' which has been agreed by the Birmingham School Admissions Forum (which represents the admission authorities of all maintained schools and Academies in the city). THIS DOES NOT AFFECT YOUR RIGHT OF APPEAL TO THE INDEPENDENT APPEAL PANEL

If you believe that your child might meet any of the following criteria, they may be eligible for placement under the Fair Access Protocol:

Looked After Child (i.e. in Public Care)
Homeless or Traveller children
Children who have been out of education for longer than one school term or children with absence record at their previous school of 25% or more
Children with history of behaviour problems, fixed or permanent exclusions or children who need to be reintegrated back into mainstream school
Children whose parents have been unable to find them a place after moving to the area
Exceptional circumstances, as agreed by one of the Sharing Panels constituted by the Local Authority pursuant to the Fair Access Protocol

Directorate of Children, Young People and Families
School Admissions and Pupil Placements Service
PO Box 16513
Birmingham
B2 2FF

Telephone: 0121 675 0555
Facsimile: 0121 464 4593
E-mail: SchoolAdmissionsAppeals@birmingham.gov.uk
www.birmingham.gov.uk/schooladmissions

If you contact an Admission Support Worker on 675 0555, they can advise you if your child meets the criteria for their case to be considered in accordance with the Fair Access Protocol.

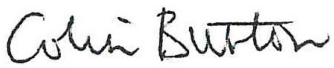
If you complete the appeal form and the information you supply indicates that your child has had some difficulties at their previous school, e.g. exclusions, direct interventions by a Youth Offending Team, or has previously attended a Pupil Referral Unit, an Admission Support Worker will contact you and discuss the Fair Access Protocol process with you.

General Information

Members of the appeal panel will be given all the information relating to your appeal one week in advance of the hearing to allow them time to study your case. If there is any additional information which you wish to have included with your appeal before it is heard, or if you have any other queries, please contact Tim Francis on 0121 675 6544. Copies of your completed appeal form will be forwarded to the school you are appealing for and to the school your child currently attends, as this will allow the schools, where necessary, to provide information to the panel that is relevant to your appeal.

If you choose to appeal, you should complete the enclosed form and return it to the School Admissions and Pupil Placements Service, at the address below. If you have not received acknowledgement of your appeal within 10 working days, please contact this office.

Yours sincerely



Colin Burton
Team Manager (In-Year)
School Admissions and Pupil Placements Service

IMPORTANT – PROOF OF YOUR HOME ADDRESS MUST BE PROVIDED WITH THIS FORM. ACCEPTABLE PROOF INCLUDES A PHOTOCOPY OF YOUR CURRENT COUNCIL TAX BILL OR A RECENT UTILITY BILL (GAS, WATER, ELECTRICITY) DATED WITHIN THE LAST 6 MONTHS. FAILURE TO PROVIDE SATISFACTORY PROOF OF ADDRESS MAY RESULT IN THE HEARING OF YOUR APPEAL BEING ADJOURNED TO A LATER DATE, AS THE APPEAL PANEL WILL NEED TO BE SATISFIED THAT YOU ARE LIVING AT THE ADDRESS STATED ON THE APPLICATION FORM.

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