



ST RICHARD REYNOLDS CATHOLIC COLLEGE

ST RICHARD REYNOLDS CATHOLIC PRIMARY SCHOOL
ST RICHARD REYNOLDS CATHOLIC HIGH SCHOOL

Admission Appeal Guidance Notes 2025

St Richard Reynolds Catholic High School only

Please read these pages carefully before filling in an appeal form.

Introduction

- By law, if your child has been refused a place at your preferred school(s), you have a right to appeal. You may appeal for the same school only once for each academic year.
- If you would like to talk informally before making an appeal or if you have any questions, please contact Mrs Sedman on 0208 325 4630 ext 105 or admissions@srrcc.org.uk
- If your child has a Statement of Special Educational Need or an Education Health and Care Plan (EHCP), you cannot use this process. You should contact your local council SEN Team.

How do I appeal?

- Tell us the reasons for your appeal on the Appeals Form. Please write in black ink.
- Please return your appeal form together with any supporting documents by
 - **22nd April 2025.** Your appeal will be heard on 2nd June 2025. You will be notified of the exact time at least ten days before your appeal hearing.
- If you make an appeal application after 22nd April 2025 every effort will be made to hear your appeal on 2nd June or soon after.
- When you have completed the appeals form, send it by post, by hand or email to:

Mrs C Sedman
Admission Appeals
St Richard Reynolds Catholic College
Clifden Road
Twickenham TW1 4LT
Email:admissions@srrcc.org.uk

- We will confirm receipt of your form.

What happens next?

At least 10 school days before your hearing:

- You will receive a letter from the clerk of the College Appeals Panel telling you where and when your appeal will be heard. It will usually be during office hours.
- You will also be sent a statement from the admission authority explaining why your child was not offered a place at your preferred school.



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Principal: Richard Burke BSc MA
Diocese of Westminster



ASCENSION
CATHOLIC ACADEMY TRUST

Who sits on the independent appeal panel?

- The panel is comprised of a chair and at least two other panel members; with at least one from each category:
 - i. Lay people: (someone without personal experience in the management of any school or provision of education in any school (except as a school governor at another school or in another voluntary capacity));
 - ii. Non lay: People who have experience in education, acquainted with education in the local authority, or who are parents of registered pupils at a school.

All panel members are independent of the admission authority and are fully trained.

- A Clerk will also be present in the room to take notes and advise the panel. The Clerk is independent of the school and education functions of the Local Authority. Someone from the school's admission authority will also be there to explain why your child could not be offered a place at that school. This person (usually the chairman of the governing body) is known as the Presenting Officer.
- The panel will be guided by the DFE School Admission Appeals Code.

What happens at the hearing?

- The hearing is quite informal.
- You can attend, and you are welcome to bring a friend, relative, any witnesses, or representative with you to help you present your case. If it is impossible for you to attend, the case made by you in writing may be considered in your absence. In making your case, you will probably want to refer back to your original reasons for preferring the school. Supporting documentation or further evidence must be submitted 5 school days before the hearing. Please note that any information or evidence not submitted by the deadline might not be considered at the appeal.
 - Please note that SRRCC will not be providing an interpreter service at the School Admission Appeals. If you have language difficulties, you are strongly advised to make arrangements for an adult to accompany you to the hearing who can interpret/translate the proceedings.
 - We do not accept children attending as interpreters.

The order of the hearing is normally:

1. Introductions.
2. The chair of the appeal panel explains the process to you.
3. The presenting officer explains why your child was not offered a place at this school.
4. Questions to the officer on what they have said from the parent/carer, friend or representative and panel members.
5. The parent/carer, friend or representative explains why they think the child should be admitted to the school. You may give any evidence that may help your case
6. Questions from the presenting officer.
7. Summing up by the presenting officer.
8. Summing up by the parent/carer, friend or representative.
9. The appeal panel can ask questions at any time.
10. You and the presenting officer will be asked to leave.

The decision of the appeal panel will be sent to you in writing within 5 school days.

How does the panel make its decision?

- **Stage 1:** The appeal panel decides whether the admission authority has given good enough reasons why your child could not be admitted. This is usually that the school is full, meaning it has the maximum number of children it should have in your child's year group. This number is given on the admission authority's statement that you are sent. The panel also checks to make sure the correct admission procedures were used. These are published on the SRRCC website.
- **Stage 2:** If the appeal panel is satisfied with the admission authority's case, it then looks at the case presented by the parent/carer.

The panel then has to make a 'balancing judgment'. This means it has to decide whether the benefits to your child of going to the school you are appealing for instead of the school you have been, or will be, offered, outweighs the bad effects on the school and the education of the other children of having one more pupil in the class.

- **The decision of the appeal panel is binding on the admission authority. The appeal panel is completely independent and the admission authority has no part in making appeal decisions.**

Local Government Ombudsman

If you feel that the correct procedures for your appeal were not followed you may complain about maladministration on the part of an appeal panel to the Local Government Ombudsman in respect of maintained schools in Richmond upon Thames.

- If the Ombudsman agrees with your complaint, they may make recommendations for a suitable remedy; for example, they may recommend an appeal be reheard by a different panel and with a different clerk. The
- Ombudsman is not able to overturn the appeal panel's decision.
- Appellants considering making a complaint can contact the Local Government Ombudsman's Advice Line on 0300 061 0614, visit the website at www.lgo.org.uk, email advice@lgo.org.uk or write to:

The Local Government Ombudsman
PO Box 4771
Coventry CV4 0EH

If you would like more details on the overall appeal process, the Government's website provides further information on the appeal process: <https://www.gov.uk/schools-admissions/appealing-a-schools-decision>