



THE ISLAND FREE SCHOOL

Making an Appeal

When the year group for your child at The Island Free School is full, that means we have reached our Published Admission Number and it is not possible for us to offer a place. However by law you have the right to appeal for your case to be considered by an Independent Panel.

Parents/Guardians who wish to appeal an unsuccessful application for their child to join The Island Free School must complete the form below and return it to the school either by post or by hand.

The School will respond to all appeals by offering an appeal hearing which will be heard by an independent panel. Appellants will receive at least 10 days notice of their hearing.

The appeals panel will notify appellants of their decision in writing.

The Appeals Panel

The school will organise for all appeals to be heard by an independent panel.

All members of the panel will have received up to date training in the appeals process.

The decision of the independent appeal panel is final and binding on all parties. If the appeal is unsuccessful you have no further right to appeal. You do have the right to complain to the Local Government Ombudsman, but only where you believe there have been faults in the procedure the appeal hearing followed, not simply because you do not like the decision the panel has made.



THE ISLAND FREE SCHOOL

Admissions Appeal Form

PLEASE PRINT CLEARLY IN BLACK INK AND COMPLETE ALL SECTIONS

Child's surname/family name:

First name: Date of birth:

Gender: please circle one of the following: girl boy

Child's address:

.....

Contact numbers - home: mobile:

Current school:

Address:

Please state your case in the box provided below and continue on a separate sheet if necessary.

Documentation in support of your appeal, i.e. professional evidence, should be appended to this appeal form if available.

Parent/guardian name:

Signature:

Date:

If you have any queries regarding this matter please do not hesitate to contact the school on 01985 857641

Notes for making an appeal

Appeals must be made in writing using the Appeals Form that can be downloaded from our website. Reasons for the appeal must be given and, where appropriate, supported by documentary evidence.

The costs of hearings are borne by the school, although any costs incurred by an appellant remain their responsibility, **whether the appeal is successful or not.**

The school guarantees that all **written** appeals will progress to a Hearing. These notes are simply intended to assist parents in deciding whether to appeal or not.