

This document sets out a series of template letters, specifically drafted for CST Academies. The letters have been drafted to comply with the School Admissions Code (February 2012) and the School Admission Appeals Code (February 2012), as well as Equality legislation. The letters are only templates and will require significant amendment to each particular case before use.

## **Rejection letter - normal admissions round and late admissions**

This letter will be sent by the Local Authority. It will include reasons for the decision, that there is a right of appeal and the process and deadline for such appeals.

Schools must not contact parents about the outcome of applications during the normal admission round (including late applications) until after the Local Authority's offers have been received.

Attached to this guidance sheet is an exemplar template provided for all CfBT schools by CfBT Schools Trust. Schools may use this template if they currently do not have a comprehensive policy in place or wish to refresh what they do have in place. If they wish to keep any existing policy with this same title, the Trust requires that it is checked to ensure that it contains all of the aspects in the following template that are shown in **RED**. The text in **GREEN** is adaptable at the discretion of the institution to fit the local context.

## Rejection letter - in-year admissions

Any parent can apply for a place for their child at any time to any school outside the normal admissions round.

For in-year applications (from September onwards), parents must apply directly to the Academy for a place, as the Academy is its own admissions authority. The Local Authority will provide the parents with information about in-year applications and a suitable application form, but the application should be sent directly to the Academy.

On receipt of an in-year application, the Academy must notify the Local Authority of both the application and its outcome.

### Template letter:

*Dear [Name of parents]*

*Thank you for your application for a place for your [son/daughter] at [Name of Academy]. Our [admissions committee/Governing Body] has considered your application and unfortunately we are unable to offer [name of child] a place at the School at this time.*

*[Include detailed and specific reasons here as to why the child cannot be provided with a place.]*

*Please be aware that you have a right to apply for an independent appeal of this decision. If you wish to appeal, please write to [name and address of contact at the Academy], within 20 school days of the date of this letter. You must set out the grounds of your appeal clearly, in writing. If you require any special assistance in regards to making an appeal, please let us know.*

*We have added your child's name to our waiting list and as soon as a place does become available, we will contact you again.*

*With kind regards*

*[Name of Chair of Governors of Chair of the Admissions Committee]*

## Admission Appeals letters

Appeal Panels must either uphold or dismiss an appeal and must not uphold an appeal subject to any specified conditions. In reaching a decision, the Panel must follow the procedures in the School Admission Appeals Code (February 2012).

Panels must communicate their decision of each appeal, including the detailed reasons for that decision, to the parents, the school and the local authority. The clerk or chair must sign the decision letter and send it to all of the parties as soon as possible after the hearing but not later than five school days.

The letter must set out the background and a summary of the relevant factors considered by the panel. The reasons given for the decision must be detailed and set out clearly. The letter should set out how and why any issues of fact or law were decided by the panel.

## Admission Appeals letter – Dismissing an appeal

### Template letter

*Dear [name of parents]*

*Further to the independent appeal hearing on [date], I write to inform you that the Panel have dismissed your appeal against the school's decision not to offer your child a place at [Name of Academy].*

### Background

*[Include here a summary of the background. For example: On 1 March 2012, you applied for a place in Year 11 for your daughter at Hogwarts Academy, to start in April 2012. This was an 'In-Year' application. On 12 March 2012, Hogwarts Academy Admissions Committee wrote to you to inform you that they were unable to offer your child a place at Hogwarts Academy as they were full and they felt that to allow your daughter a place would prejudice the provision of efficient education and efficient use of resources. On 15 March you wrote to request an appeal of this decision, and this appeal was heard by an independent panel of three members on 25 March.*

### Summary of relevant factors considered

*[Include here a summary of the relevant factors considered by the Panel. For example: The Panel considered the following main factors:*

*You are currently in the process of moving house because Mr Snape has a new job close to Hogwarts Academy. You have applied for a place at Hogwarts Academy because it is closer*

*to your new home than your daughter's current school. Hogwarts Academy is within a five minute walk of your new home.*

*Your daughter is currently studying at Wizard Academy, in Year 11. Wizard Academy is within a 20 minute walking distance of the new house. The Parents supplied maps as evidence of the walking distances.*

*Hogwarts Academy is currently oversubscribed and is full. Hogwarts Academy has a Published Admission Number (PAN) of 1000, and currently has 1012 students. The school provided a prejudice statement setting out various reasons why the admission of one extra student would cause prejudice to the provision of efficient education and efficient use of resources.*

## **Decision**

*[Include here the decision. For example: The Panel finds that the admission arrangements complied with the mandatory requirements of the relevant law and statutory guidance (School Admission Code 2012 and Part 3 of the School Standards and Framework Act 1998).*

*The Panel finds that the admission arrangements were correctly and impartially applied in this case.*

*The Panel finds that the admission of an extra child would prejudice the provision of efficient education and the efficient use of resources.*

*The Panel therefore dismisses this appeal.]*

## **Reasoning**

*[Include here detailed reasoning of why the Panel has made their decision. Reasons must be detailed, especially when proving prejudice. Reasons must be specific to the case – a standard letter form is not sufficient. For example: The Panel understands that Hogwarts Academy would be a more convenient school for your daughter, as it is so close to your new home.*

*However, the prejudice to the school and current students of admitting an extra student outweighs this convenience. Admission of an additional child would cause prejudice to the provision of efficient education and efficient use of resources because Year 11 classes are already large and there is not capacity in every class (for which your daughter is studying) for an extra student. It would not be possible at this stage of the year to reorganise classes in Year 11 so close to their exams, which would be necessary if there was an additional student. Reorganisation would cause significant disruption to the current Year 11 students, and stress for the teachers.*

*As your daughter is in Year 11, she would only have a few months left at Hogwarts, so she would not benefit from the added convenience of a shorter walk for very long. It may also be disruptive to her studies to move schools so close to her exams.*

*In addition the Panel finds that there was no significant evidence that only Hogwarts Academy could meet the needs of your child.]*

## **Complaints**

*I hope that you understand the Panel's reasons behind making this decision. If you do wish to raise a complaint about this appeal, please contact the Education Funding Agency [Include local EFA contact details].*

*With kind regards*

*[Name of Clerk or Chair]*

## **Upholding an Appeal**

### **Template letter**

*Dear [name of parents]*

*Further to the independent appeal hearing on [date], I write to inform you that the Panel have upheld your appeal against the school's decision not to offer your child a place at [Name of Academy].*

### **Background**

*[Include here a summary of the background. For example: On 1 March 2012, you applied for a place in Year 9 for your daughter at Hogwarts Academy, to start in April 2012. This was an 'In-Year' application. On 12 March 2012, Hogwarts Academy Admissions Committee wrote to you to inform you that they were unable to offer your child a place at Hogwarts Academy as they were full and they felt that to allow your daughter a place would prejudice the provision of efficient education and efficient use of resources. On 15 March you wrote to request an appeal of this decision, and this appeal was heard by an independent panel of three members on 25 March.*

### **Summary of relevant factors considered**

*[Include here a summary of the relevant factors considered by the Panel. For example: The Panel considered the following main factors:*

*You are currently in the process of moving house because Mr Snape has a new job close to Hogwarts Academy. You have applied for a place at Hogwarts Academy because it is closer to your new home than your daughter's current school. Hogwarts Academy is within a five minute walk of your new home.*

*Your daughter is currently studying at Wizard Academy, in Year 9. Wizard Academy is within a 20 minute walking distance of the new house. The Parents supplied maps as evidence of the walking distances.*

*Hogwarts Academy has a Published Admission Number (PAN) of 1000, and currently has 9999 students.*

*The school provided a prejudice statement setting out various reasons why the admission of one extra student would cause prejudice to the provision of efficient education and efficient use of resources.*

## **Decision**

*[Include here the decision. For example: The Panel finds that the admission arrangements complied with the mandatory requirements of the relevant law and statutory guidance (School Admission Code 2012 and Part 3 of the School Standards and Framework Act 1998).*

*However, the Panel finds that the admission arrangements were not correctly applied in this case.*

*The Panel finds that the admission of an extra child would not prejudice the provision of efficient education and the efficient use of resources.*

*The Panel therefore uphold this appeal.]*

## **Reasoning**

*[Include here detailed reasoning of why the Panel has made their decision. Reasons must be specific to the case – a standard letter form is not sufficient. For example: The Panel understands that Hogwarts Academy would be a more convenient school for your daughter, as it is so close to your new home.*

*Hogwarts Academy currently has a space available for your daughter and the Panel does not find that sufficient prejudice to the provision of efficient education and efficient use of resources has been evidenced. The prejudice statement provided by the School was not specific and was weak. Hogwarts Academy has a PAN of 1000, and currently has 9999 students and is not oversubscribed. There is a space within Year 9 for an additional pupil without the need for classes to be reorganised.*

## **Next steps**

*I hope that you will be pleased with the Panel's decision. The Panel's decision has been communicated to the Academy and your daughter will be admitted without unnecessary delay. The Academy will contact you with further details.*

*With kind regards*

*[Name of Clerk or Chair]*