



# School Admissions Service

## Appeal Guidance Notes for Admission to school September 2020

**Before completing your appeal form please take some time to read these notes**

You are appealing against the decision not to offer your child a place at Bishop Justus School. This will be because your child did not satisfy the admission criteria. In the case of Bishop Justus School places are offered on the basis of:

### **A. FOUNDATION PLACES**

Up to 120 places each year have been designated as Foundation places for children who attend or whose parent/ carer attends a Christian place of worship according to the criteria below.

#### **A1 – up to 80 places are offered to**

1. Looked after or previously looked after children who worship or whose parent/carer worships within a Church of England Church that is within the Deanery of Bromley, Beckenham or Orpington and the priest or minister confirms attendance at the principal act of worship on Sunday.
2. Children who worship or whose parent/carer worships regularly within a Church of England Church that is within the Deanery of Bromley, Beckenham or Orpington. Regular means that the priest or minister confirms attendance on average twice or more each month over the preceding two years at the principal act of worship on Sunday.
3. Children who worship or whose parent/carer worships irregularly in a Church of England Church that is within the Deanery of Bromley, Beckenham or Orpington. Irregular means that the priest or minister confirms attendance on average less than twice each month over the preceding two years at the principal act of worship on Sunday.

#### **A2 – at least 40 places are offered to**

1. Looked after or previously looked after children who worship or whose parent/carer worships regularly in another Christian denomination within the Deanery of Bromley, Beckenham or Orpington (Christian is defined as a church in membership of Churches Together in Britain and Ireland or the Evangelical Alliance) and the priest or minister confirms attendance at the principal act of worship on Sunday.
2. Children who worship or whose parent/carer worships regularly in another Christian denomination within the Deanery of Bromley, Beckenham or Orpington (Christian is defined as a church in membership of Churches Together in Britain and Ireland or the Evangelical Alliance). Regular means that the priest or minister confirms attendance on average twice or more each month over the preceding two years at the principal act of worship on Sunday.
3. Children who worship or whose parent/carer worships irregularly in another Christian denomination within the Deanery of Bromley, Beckenham or Orpington (Christian is defined as a church in membership of Churches Together in Britain and Ireland or the Evangelical Alliance). Irregular means that the priest or minister confirms attendance on average less than twice each month over the preceding two years at the principal act of worship on Sunday.



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## **B. AQUINAS PLACES**

Up to 80 places each year are designated as Aquinas places for children who attend a primary school within the Aquinas Church of England Education Trust. There is **no** requirement to complete a supplementary form when applying under this category.

Priority will be given to:

1. Looked after and previously looked after children who attend a primary school within the Aquinas Church of England Education Trust.
2. Children who attend a primary school within the Aquinas Church of England Education Trust.

## **C. OPEN PLACES**

At least 40 places each year are designated as Open Places. There is **no** requirement to complete a supplementary form when applying under this category.

Priority will be given to:

1. Looked after and previously looked after children.
2. All other pupils applying for a place at Bishop Justus Church of England School.

Therefore, if your child has not been offered a place at the school he/she did not meet the necessary standard to gain admission.

You will need to consider this when preparing your case. The panel will need to be satisfied that the admission criteria were applied correctly. The school will address this in their presentation and in their statement which will be sent to you at least 7 days in advance of the meeting.

They will then consider your appeal. They will take into account any points you raise. If the basis of your appeal is on medical grounds you will need to provide medical evidence. You will also need to demonstrate why this school is more appropriate than other schools.

You should also consider how many places the school offers, how oversubscribed they are and how many appeals were upheld in the previous year.

If the panel do uphold your appeal the decision is binding on the school which means that the school will have to offer your child a place. This will be over and above the published therefore, as part of their case, the school will seek to demonstrate that to take an extra pupil will prejudice the efficient education and the efficient use of resources.

You have a statutory right to appeal. However, you should be realistic. Appeals can be stressful and you need to consider carefully if you have sufficient grounds for an appeal.

If you wish to appeal please complete the appeal form on the school website and return it to me, c/o Bishop Justus School together with any supporting evidence by the date at the top of your appeals form.



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I will acknowledge receipt of your form in writing. If you do not receive a response within 7 days, please contact me.

You will be notified of the date and time of your appeal at least 2 weeks before your hearing. And at least 7 days before the appeal you will receive a statement outlining the reason why your child was not offered a place at the school.

Appeals will be heard in the daytime at the school.

Your appeal will be heard by a panel of three members. They are completely independent of the school and recruited by myself in my capacity as Independent Clerk. Neither I nor the panel members will have any connection to the school.

You will be notified of the result once all the appeals have been heard. You will be informed of when you will receive the decision at the hearing.

I hope you find this information useful. If you have any further questions, please contact the school at the following email address: [admin@bishopjustus.bromley.sch.uk](mailto:admin@bishopjustus.bromley.sch.uk)

**Independent Clerk to the Appeal Panel**