

WILSON'S SCHOOL ADMISSION APPEALS GUIDANCE FOR PARENTS

If your child has been refused a place at the School following a valid application, you have the right to appeal against that decision and you have the right to participate in the appeal hearing.

In order to have made a valid application to Wilson's School, you must have named Wilson's School on your Common Application Form.

The letter telling you that the School is unable to offer a place to your son will include brief reasons for this decision. You should think carefully about whether to appeal against the School's decision, particularly if your application does not comply with the admission policy (for example, if your child did not reach the pass mark, or the required subject pass thresholds, in the examinations), since the School's Trustees will maintain that to admit a child who is not of selective ability would be incompatible with selection under the published admission criteria. In addition, the School's Trustees will maintain that as there are no vacancies in your child's year group the admission of additional children would cause prejudice to the provision of efficient education and efficient use of resources.

If you wish to proceed to appeal, you need to complete the Appeal Form in writing and send it to The Clerk to the Admission Appeals Panel, c/o Wilson's School, Mollison Drive, Wallington, Surrey, SM6 9JW to arrive before the published deadline. You must state your grounds for appeal in writing. **It should be noted that an Appeal Panel cannot direct the School to re-test your child or change their place on any waiting list.** The Appeal Panel and the School will be given copies of your full Appeal Form, plus any letters or documents in support of your appeal. Please note the following when considering which documents to include in your appeal:

- Certificates (for sporting achievement or hobbies etc) and photographs **should not** be included unless they are in some way **directly relevant** to your grounds for appeal.
- Please do not send originals as it cannot be guaranteed that they will be returned to you.

When collating your documents, ensure each copy of the appeal pack is sorted and separated by paperclip – do not staple pages and do not use folders or binders. Please make every effort to send all documentation in together. The Appeal Panel may have insufficient time to consider evidence received late or on the day of the hearing. Documents cannot be accepted by email.

The Appeal Hearing will take place within 40 school days of the deadline for submitting your written notice of appeal (usually mid-May). You are given the opportunity to choose to have your appeal heard by a video Zoom meeting, a phone conference call or if you prefer you can choose to have your appeal considered solely on the paperwork provided.

The Appeals Clerk will send you details of the date and time of the hearing giving you at least 10 school days' notice. Further details about the procedure for the hearing will be included in this letter. At least 7 days before the hearing you will also be sent a detailed written statement of the School's Trustees' case in response to your Appeal.

If you have opted to participate in a virtual hearing the Appeals Clerk will send a Zoom invitation link to the email address provided two days before the hearing. If you have opted to participate via phone call, a code with which to dial in to the hearing will be sent to you. Advice can be given if you would like to select either of these methods but are unsure as to how to go about it.

You are encouraged to attend the Zoom hearing and may have someone to support you if you wish. Your child should not attend the appeal hearing. You should ensure you are in a quiet place for the hearing so that you can give it your full attention.

The three members of the Appeal Panel have undertaken training, are independent (meaning they have no connection to the school) and they will have copies of all the paperwork provided. Others present at the hearing but who take no part in the decision are the Independent Appeals Clerk who is appointed to organise the hearing, take notes and advise on procedure and a Presenting Officer for the school (usually the Head or Deputy Head) who will present the case on behalf of the Trustees.

The Panel will listen to the case for the School and then balance this against the case for your child. The Appeal Panel needs to be satisfied that there is evidence to demonstrate that your child is of the required academic standard, and they then consider:

- whether the admission arrangements comply with admissions law and have been correctly and impartially applied to your application;
- whether the admission of additional children would prejudice the provision of efficient education or efficient use of resources.

After hearing both the School's case and the parents' case, the Panel is then required to carry out a two stage balancing process to decide which case is stronger. You will be informed of the Panel's decision as soon as possible after all the appeals for the year group have been heard.

The decision, which is binding on both the School and you, will be sent in writing by the Appeals Clerk.

If you have a complaint about the administration of the appeal hearing you have the right to contact the Department for Education: <https://www.gov.uk/schools-admissions/complain-about-the-appeals-process>

The Department for Education cannot review or overturn a decision but may investigate a complaint if it is shown that there was a procedural error.

Further information about the School Admission Appeals process can be found in the School Admission Appeals Code 2022 (see
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1108077/School_Admission_Appeals_Code_2022.pdf)

J Scott
Independent Appeals Clerk
2026