

How to: run an effective admissions appeals panel

Sample Decision Letter

How to use this document

Most admission authorities should be able to provide you with a model admissions appeal panel decision letter. If you are unable to obtain one, here is a template using some suggested wording relevant to the case study appeal application to demonstrate how it's done.

Please refer to the end notes for supporting information and explanation

Ms B Smyth
15 The Grove County Nowhere AB1
2CD

Date¹

CONFIDENTIAL²

Re: Admission Appeals outcome – Burton Academy

Dear Ms Smyth

Following the independent admissions appeal hearing held on <date>, the panel has concluded its consideration of the evidence presented. This letter is to inform you of the panel's decision.

Upholding the appeal (example wording)

Having conducted a full review of the evidence pack (items 1-21) with evidence submitted by both parties in accordance with the school admission appeals code⁴ and having considered the representation(s), questions and answers provided at the panel meeting,⁵ the panel members have decided to uphold the appeal, meaning that Alfie will be offered a place at Burton Academy.

The panel's decision was based on the following factors⁶:

- the admission arrangements complied with the mandatory requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998;*
- the admission arrangements were correctly and impartially applied when assessing your application for a school place.*
- The school admissions policy was applied in full and complies with statutory requirements.*

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- *Alfie's admission will exceed the schools published admission number however it has been determined that neither now or in the future will this prejudice the ~~point~~ provision of efficient education or efficient use of resources at the school;*
- *Your individual case brought evidence to demonstrate that Burton Academy can provide the most appropriate environment for Alfie's secondary education.*
- *Include here further particulars that the panel considered and determined where in support of the parents appeal.*

Dismissing the appeal (example wording)

Having conducted a full review of the evidence pack (items 1-21) with evidence submitted by both parties in accordance with the school admission appeals code ⁴ and having considered the representation(s), questions and answers raised at the panel meeting,⁵ the panel members have decided to dismiss the appeal meaning that Alfie will not be offered a place at Burton Academy.

The panel's decision was based on the following factors:

- *the admission arrangements complied with the mandatory requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998;*
- *the admission arrangements were correctly and impartially applied when assessing your application for a school place;*
- *The school admissions policy was applied in full and complies with statutory requirement;*
- *Alfie's admission will exceed the schools published admission number which will prejudice the provision of efficient education or efficient use of resources at the school.*
- *Include here further particulars that the panel considered and determined were not in support of the parents appeal.*

This letter concludes the school admissions appeals process.

There is no further recourse with the school and/or Trust, however you still have the right to take a complaint to the Secretary of State for Education⁷. To make a complaint you can complete the academy appeal panel complaint from using the following link: [Academy Appeal Panel Complaint Form](#)

Or by contacting the Department for Education helpline on: 0370 000 2288

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You should get a decision on your complaint within 45 working days. You'll get a letter explaining the reasons for the decision. If the DfE decides something went wrong with the appeals panel, it may:

- ask the school to hold a new appeal hearing with a different panel
- recommend the school reviews its appeals process.

Yours sincerely,

XXX

On behalf of the panel
Clerk to governors and panel clerk
XXX
Panel Chair⁸

cc. Admissions Authority
Local Authority

¹ The decision should be sent within 5 school days

² All decision letters from panels should be marked as confidential

³ Sets out purpose of the letter

⁴ Evidencing that appeals code has been followed

⁵ Shows the panel has taken all evidence, written and verbal, from all parties into consideration

⁶ The letter must set the factors considered and the specifics of the decision-making process

⁷ The guidance sets out that this information must be provided

⁸ The letter must be signed by the panel chair or clerk