

**ALTRINCHAM GRAMMAR SCHOOL FOR BOYS**



**APPEAL FOR SIXTH FORM**

**APPEAL DATE – THURSDAY 3rd SEPTEMBER, 2020**

**To be heard via MS Teams**

**PLEASE READ THIS INFORMATION BOOKLET  
BEFORE COMPLETING THE APPEAL FORM**

## SIXTH FORM APPEALS

### INTRODUCTION

Any parent, whose son has not been allocated a place in the Sixth Form at Altrincham Grammar School, has the right to appeal to an Independent Appeals Panel. This booklet explains how to appeal.

### HOW CAN I APPEAL?

If your son has not been allocated a place at Altrincham Grammar School for Boys and you wish to appeal you must submit an appeal application.

As it is in the applicant's interest to begin this process as soon as possible, you are asked to return your appeal application along with any supporting documentation no later than **Wednesday 26th August at 3.30pm**. You can agree to this by signing the 10 day notification waiver on your appeal form.

Upon receipt of your appeal application you will be sent an appointment letter/email showing the date and time which has been allocated for your appeal hearing together with further information including the Governor's Statement of Case.

#### Preparing your case

You are responsible for presenting your case and deciding what oral or written information you want to present before the Independent Appeal Panel. The Clerk cannot do this for you and the Appeals Panel will not request any information or make any enquiries on your behalf.

You may like to write down what you wish to say at the appeal, and any questions that you wish to ask. Please remember to bring with you, all the information sent to you prior to the appeal as this will contain details of why your child has not been allocated a place at Altrincham Grammar School for Boys.

#### Written Evidence

You must provide us with a written account detailing your reasons for appealing. It is very important that you inform the Appeal Panel of all the information that you consider to be part of your appeal. If you do not, and your appeal is refused, you will not be able to raise it afterwards as new information.

Your appeal application must be received no later than the closing date for applications (see above).

All paperwork is treated with the utmost confidentiality and only the original paperwork will be retained for administration purposes, any other papers will be shredded after the appeal has been heard.

**You may hand deliver your case to School Reception or email to: [agsbadmissions@hamblintrust.co.uk](mailto:agsbadmissions@hamblintrust.co.uk)**

#### The Hearing

Hearings are held in private and each case is heard individually. All appeals currently heard via MS Teams.

It is strongly recommended that you attend the appeal hearing as it is usually easier to explain your case to the Appeals Panel in person. For appellants who fail to attend a scheduled hearing, the appeal will be heard in absentia based on the information you and the School have previously provided. You will then be notified of the decision by post.

Should you wish to bring a witness/interpreter or Legal Representative to the hearing please inform the Clerk in advance.

#### The Appeal Panel

The Independent Appeal Panel will consist of 3/4 panel members, also present will be a Clerk and Chair. The Chair's role is to explain how the hearing will be conducted and to ensure all parties have sufficient opportunity to state their case. Whilst the Clerk will keep an accurate record of the proceedings and provide both parties with written notification of the Panel's decision. The Clerk will play no part in the decision-making but remain with the Panel once the hearing is over.

The School's Representative(s) will be present to explain why your child cannot be considered for a place at Altrincham Grammar School for Boys. The School's Representative(s) are brought into the Appeal Hearing by the Clerk at the same time as the parents/carers and at the end of the hearing they will leave with the parents/carers and take no part in the decision-making process.

## **Order of Hearing**

The appellant(s) and the School Representative(s) are brought into the meeting together by the Clerk.

- Introduction by the Chair
- The School's Representative presents the Case for the School
- Questioning by you and/or your Representative and the Appeal Panel
- You and your Representative will present the case for the appellant
- Questioning by the School's Representative and the Appeal Panel
- Summing up by the School
- Summing up by the appellant

The appellant(s) and the School Representative(s) leave the room together and take no further part in the appeal.

## **CAN I MAKE A FURTHER APPEAL?**

No.

The Appeal Panel is the final right of appeal against non-admission into the Sixth Form.

### **Further Questions**

Please contact The School's Admissions Department with any enquiries relating to the application or admission process at [agsbadmissions@hamblintrust.co.uk](mailto:agsbadmissions@hamblintrust.co.uk)

Please submit any questions relating to the appeal process to Mrs Worsley (Trafford Governance Services) at [school.appeals@trafford.gov.uk](mailto:school.appeals@trafford.gov.uk)

Further information is available from the Advisory Centre for Education [www.ace-ed.org.co.uk](http://www.ace-ed.org.co.uk), also the DfE (Department for Education) [www.education.gov.uk](http://www.education.gov.uk)

Appellants considering making a complaint regarding administration of an appeal should contact:

EfSA Complaints  
Chief Executive's Office  
53-55 Butts Road  
Earlsdon Park  
Coventry  
CV1 3BH

Any person or body who considers that arrangements are unlawful, or not in compliance with the School Admissions Code or relevant law relating to admissions, can make an objection to the Schools Adjudicator.

Webiste: [www.gov.uk/government/organisations/office-of-the-schools-adjudicator](http://www.gov.uk/government/organisations/office-of-the-schools-adjudicator) Email: [osa.team@osa.gsi.gov.uk](mailto:osa.team@osa.gsi.gov.uk)

Tel: 01325 340 402

Office of the Schools Adjudicator  
Bishopsgate House  
Feethams  
Darlington  
DL1 5QE