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THE HARVEY GRAMMAR SCHOOL

Cheriton Road Folkestone

Kent CT19 5JY

Headteacher: **Mr S Norman, BA (Hons), NPQH**

Appeals-Further Information and Frequently Asked Questions

My child has not been offered a place at the Harvey Grammar School. What can I do?

You are entitled to appeal the decision to refuse your child a place at any school you named on your common application form. If your child passed either the Shepway or Kent test they would be eligible for a place at the school. However, the Harvey Grammar School is a very popular and oversubscribed school and there are not always enough places available for all those who would like to attend. The places are allocated using the school's over-subscription criteria, details of which can be found on the school's website.

Can I appeal if my child failed the Kent and/or Shepway Test?

Yes. If your child did not meet the required standard in the Kent or Shepway Test, the Panel will consider firstly whether there is sufficient academic evidence to demonstrate that your child is of grammar school ability. The evidence you could provide might include copies of school reports/assessment outcomes and references from your child's current school stating that they believe your child is of grammar school ability. Please do not send copies of your child's school work as this will not be included in the appeal paperwork sent to the Panel. The Panel are unable to judge under what circumstances the work was completed.

If the Panel believe there is sufficient academic evidence to show that your child is of grammar school ability, they will move on to the second stage of the appeal to consider and balance the prejudice to both the school and your child based upon the school's defence statement. If they believe there is more prejudice to your child by not being offered a place at the school, then they will uphold the appeal.

How will my appeal be considered?

You will be invited to attend an appeal hearing at some point during the week commencing the 20th May 2024. In attendance will be the Independent Appeals Panel, the Clerk of the panel and the Deputy Head of Harvey Grammar School.

When will my appeal be considered?

For your appeal to be considered by Monday 17th June 2024, **you must submit your appeal before 5pm on Thursday 28th March 2024**. Any appeals received after this time will be heard within 40 school days from the deadline, or where reasonably possible in line with updated Guidance from the Department of Education. The date for the individual appeals to be heard is the week commencing 20th May 2024. A grouped appeal will take place on the evening of Thursday 16th May 2024 with all parents/carers appealing being invited to only discuss the School's fullness statement (Stage 1) you will have the opportunity to put your individual case (Stage 2) in the following week.

Tel: **01303 252131**

E-Mail: **enquiries@harveygs.kent.sch.uk**

Web: **www.harveygs.kent.sch.uk**



Who will consider my appeal?

Your case will be considered by an Independent Appeal Panel. There will be 3 people on the panel, at least one member will have experience in education and at least one will be a lay person. The Panel is independent of the school, Trust and Local Authority. They alone make the decision on whether to uphold your appeal or not. There will also be a Clerk in attendance. They too are independent of the school and are responsible for the administrative arrangements for the appeal, keep the official note of what is discussed and give independent and impartial advice on the appeals process and admissions law to the Panel Members. The Clerk is not involved in the decision making.

What information should I give to the Panel?

It is very important that you clearly set out the reasons why you believe your child should be offered a place at The Harvey Grammar School. The more academic evidence you provide the better. You may wish to incorporate answers to some of the following questions:

- Why does your child want to attend the Harvey Grammar School?
- What does he like about the school?
- What can the school provide for your child that the offered school cannot?
- What is the journey like to the school allocated?
- Are there any medical/equality act issues you would like the Panel to consider?

Remember, there will be no further opportunity for the Panel to ask you any individual questions in relation to your case so add any information to your paperwork that you believe enhances your case.

Can I submit examples of my child's school work?

No, you cannot submit examples of school work as part of your evidence. This will not be considered as the Panel are not able to make a proper judgement about the circumstances under which the work was undertaken or its quality.

Can I submit additional evidence after the deadline for submitting my appeal?

If possible please submit all your evidence via email, prior to the deadline of Thursday 28th March. However, if you cannot send all the information and supporting evidence you need to at the time you submit your appeal, it is important you send it as soon as you can, but at the latest 10 calendar days before the hearing date. You will be notified of the appeal hearing date at least 14 calendar days in advance.

A complete copy of the appeal paperwork will then be sent to you at least 7 calendar days before the hearing. When you receive the appeal paperwork please ensure that all papers you submitted have been sent to you (it will not include examples of work.) If you believe anything is missing please contact the school immediately and advise them of this.

Decision Making

The Panel will discuss and decide to either uphold your appeal or not. They will weigh up your case for wanting your child to attend The Harvey Grammar School against the school's arguments for it not being able to admit another child. The Panel will uphold your appeal if it finds that the prejudice to your child of not being given a place at The Harvey outweighs the prejudice to the school of admitting another child.

How will I find out the results of my appeal?

The Clerk to the Panel will write to you following the hearing and inform you of the Panel's decision within 7 calendar days of the date of the last appeal. No decisions will be made until all the appeals have been heard.

If the Panel does not uphold my appeal what else can I do?

If your child is eligible for a place at the Harvey Grammar school by virtue of passing the Shepway or Kent Test his name can be placed on the school's waiting list. You may wish to put your child's name on the school's waiting list even where you have accepted a place at another school. If your child did not pass the entrance tests, but the Panel deemed him to be of selective ability during the appeal process, his name can be added to the waiting list. This will be made clear in the appeal decision letter sent from the Clerk.

Schools must operate a waiting list for at least the first term of each school year of admission (until 31 December). Children who are on the waiting list are ranked according to the school's oversubscription criteria; not how long they have been on the list.

If you believe that you suffered injustice as a result of maladministration by the Panel, you have the right to pursue your complaint with the Department for Education (DFE). This is not a right of appeal and must relate to issues such as failure to follow the correct procedures or a failure to act independently and fairly, rather than simply that you are disappointed with the Panel's decision or believe it to be wrong