



WESTSIDE
SCHOOL

Appeals Process Policy

Policy Written By:
Ratified By:
Review Date:

Ginna Andrew
Board of Trustees
May 2025

APPEALS PROCESS

If you wish to appeal against a decision refusing a placement at Westside School, please fill out our appeals form below.

Completed forms should be posted to the Headteacher, Westside School, 8-30 Galena Road, W6 0LT or scanned and emailed to office@westsideschool.org.uk

- An Independent Appeal Panel will hear the appeals in private. The Clerk to the Appeal Panel will make an appointment within a reasonable time.
- Only one appeal per application is allowed.
- Appeals are conducted in person, and you may bring a friend.

You can appeal against a decision, and your appeal could be successful if:

- The admissions arrangements have not been properly followed.
- The admission criteria are not legal.
- The decision to refuse a place was unreasonable (the decision about this is made by balancing your needs against those of all the other students who have applied and their right to be treated fairly).

THE APPEAL HEARING

Westside School will arrange for an Independent Appeals Panel to consider its reasons for refusal and your reasons for wanting to attend Westside School.

The Panel will consist of three people: one chair, one layperson and one person with experience in education.

The Panel will consider the case put forward by you and the School. They must consider the admission arrangements for Westside School and the reasons why you want to attend.

The Panel must exercise its discretion by balancing the weight of your argument (for wanting to attend) against Westside's reasons for refusal, e.g., the prejudice that one

more student could cause to the education of the students already offered and the health and safety of all the students already attending the school, taking into account the School's published admission arrangements.

REACHING A DECISION

- Panels must ensure that appeals are decided by a simple majority of votes cast, with any tie votes broken by the panel chair.
- The panel must communicate the decision of each appeal, including the reasons for that decision, in writing to the appellant, the admission authority and the commissioning body. This must be done no later than 5 school days of the hearing, unless there is a good reason.
- The decision letter must contain a summary of relevant factors that were raised by the parties and considered by the panel.

The decision of the Independent Appeals Panel is binding on the admissions authority, the parents and the commissioning body.

APPEALS FORM

Name of Student	
D.O.B	
Referring School/Local Authority	
Parent Name and Contact Details	

Reason for Appeal

You must complete this section, giving full reasons for your appeal and continue on a separate sheet if necessary. Attach any additional paperwork securely and refer to A Guide to Education Appeals.