



ST EDWARD'S
COLLEGE
LIVERPOOL

Admission Appeals

If you made an application to St Edward's College and your child has not been offered a place, you have the right to appeal against the decision.

Appeals are heard by a special committee called an Appeal Panel. It is independent of the College.

You should think carefully about whether or not you wish to appeal against the decision: You will need to consider:

- The College Admissions Policy for not admitting pupils (published in the College Prospectus and the College website) which states clearly how applications will be dealt with in the event of the College being oversubscribed
- Your reasons for wanting your child to attend the College and the strength of your case (based on the oversubscription criteria)
- The alternative schools available which may not be oversubscribed and meet your child's needs

How to make an appeal

If you decide to appeal against the decision, you must complete and return a Notice of Appeal form to:

Clerk to the Appeal Panel
c/o St Edward's College
Sandfield Park
Liverpool
L12 1LF

Or by email to: sec.appeals@gmail.com

You do not need to enclose further copies of your admission paperwork as that will be retrieved from the Admissions Secretary upon receipt of your appeal. **The appeal must be lodged by Monday 15 April 2024.**

You are strongly encouraged to provide all documentation in relation to your hearing when submitting your Notice of Appeal form. If you do not have all necessary documentation available at the time of submitting your appeal form, this can follow at a later date but **must** be received no later than 7 school days before the hearing. **If information is not received by the deadline, the appeal panel may not consider that evidence at the appeal.** Therefore, it is important to provide any supporting documentation as soon as possible, and ideally with the Notice of Appeal form.

If you wish to hand deliver your appeal form to the College Reception, please ensure you do this within term time and during normal school hours (08.15 to 16.15).

Preparing for an Appeal

The appeal hearings will take place on 7 June 2024 and during w/c 14 June 2024. The Clerk to the Appeal Panel will send you details of the date and time of your appeals hearing. You should expect to receive this information in mid May 2024.

The College will deliver its case to all appellants in the form of a video which will be made available in a secure area of the College website on Tuesday 4 June 2024. Should you make an appeal, you will be provided with information and access codes to be able to watch that video. In advance of that taking place, appellants will be given the opportunity to raise any questions which will be incorporated into that Stage 1 video case. It is important that all appellants watch that video.

It is equally really important that you try to attend your individual appeal hearing, either by video link or phone as you prefer, no matter how nervous or uncertain you feel. It helps the panel if you are there to put the case forward for your child. The panel will do all they can to put you at your ease and enable you to present your case clearly.

If you really cannot attend, you should let the Clerk know in good time. If you are not present, the hearing will be held without you and your case will be heard on the basis of your written statements. The Appeal Panel will decide the appeal on the strength of your written case.

You will get at least 10 days' notice of the date and time of the hearing.

If you need the help of an interpreter or special access because you are disabled, please include details on the Notice of Appeal form.

You can call witnesses to help your case. Please provide details on the Notice of Appeal form. If they cannot attend, you should send their statement to the Clerk at least seven working days prior to the hearing.

The Appeal Hearing

There will be three members of the Independent Appeal Panel consisting of at least one of each of the following:

- A lay member (who can have no personal experience in managing education, cannot be a teacher, does not work for the school and is not a parent of a child in the school)
- An independent person who has experience in education or knows about education in the area.

The Appeal Panel and Clerk are independent of the College and its Governors. They must make sure the hearing is fair and not biased.

The Clerk is not a member of the Panel, but is appointed to organise the hearing and take a note of what happens. The Clerk can also give advice to the Appeal Panel, and provide you with assistance in the process.

The hearing will be informal, but will follow these strategies:

- You, or your representative, will present your case. If you have a representative he/she should question you to elicit the points you wish to make. He/she cannot give evidence in substitution for you. You can call witnesses if you wish
- The panel or the Governors' representative may put questions to you
- Finally, you, or your representative will sum up your case.

As outlined above, the College will present its case at the meeting the week prior to the hearings so this will not take place at your individual hearing.

The Appeal Panel members may ask questions to make sure they understand all the points made by you.

At the hearing, it is only the Independent Panel who is able to overturn the decision of the College. The Governors' representative is unable to rescind the decision already made not to admit that child.

What should I include in my case?

Your case should include the reasons you feel the admissions process has been defective or unfair, why you feel St Edward's College is the only school which can meet your child's needs and why you feel the Independent Panel should overturn the decision of the College not to admit your child. It may be useful to refer to the College's Admission Policy and particularly the oversubscription criteria when putting your case together.

Decisions of the Panel

The Appeal Panel must first decide if the College's Admissions Policy has been correctly applied. In cases where your application has been refused on the grounds of oversubscription, the panel must satisfy themselves that the College cannot admit further pupils without causing prejudice. If this prejudice is not found, then the appeal must be allowed at this stage. If they agree that the arrangements have been correctly applied and that prejudice would arise to existing pupils if additional pupils were admitted, then they must consider whether your individual case outweighs the Governors' case.

After the Hearing

You should hear the decision of the Independent Panel within 5 days of the final appeal hearing taking place. Please note the Panel cannot make any decisions about whether an appeal is upheld or not until all hearings are concluded.

Further information and help

Complaints about maladministration on the part of an Independent Appeal Panel for an Academy, or that an Academy Trust has failed to comply with the Appeals Code in setting up a panel, are investigated by the agency appointed to investigate complaints about Academies on behalf of the Secretary of State. This is currently the Education Funding Agency.

Frequency Asked Questions

Q How do I make an appeal?

A Submit a Notice of Appeal form to the Clerk to the Appeal Panel, c/o St Edward's College, Sandfield Park, Liverpool, L12 1LF stating that you wish to appeal, giving reasons to support your case. Hand delivered material should only be submitted during term time between 08.15 and 16.15.

Q How do I request an appeals pack?

A There is no pack, just a Notice of Appeal form you need to complete. A Notice of Appeal form can be collected from the College, requested via email to sec.appeals@gmail.com or downloaded from the College website. You will then receive a letter confirming the date and time of your hearing.

Q Will there be the opportunity for an "in person" appeal?

A Appellants will be given the opportunity to take part in a zoom video conference hearing, telephone hearing or have their appeal based on their written evidence. This is outlined in the Notice of Appeal form which appellants are asked to complete.

Q How will the College deliver the Stage 1 case to appellants?

A A video will be provided via a secure link on the College website on 4 June 2024. All appellants will be provided with full details and log-in information prior to that date as well as be given the opportunity to ask questions which will be answered during that video.

Q Why was my child not offered a place at the College?

A The College receives many hundreds of applications for just 176 places, meaning many more applicants are unsuccessful than successful. The oversubscription criteria is applied to determine who is offered those places. In relation to the random allocation, this is undertaken using the RAND function in Excel to allocate a random number to each applicant. These are then pasted as fixed values and then the applications are sorted based on the value assigned to them. This process is witnessed by an Independent adjudicator from the Local Education Authority.

Q My child sat the Music Aptitude Test and although they scored highly were not offered a place – Why?

A Each year, the College admits up to 35 children on the basis of their aptitude score. Please note candidates are assessed and ranked according to their religion as well as their assessment score, and the top 35 pupils, including Cathedral Choristers, are then offered places. These pupils, if they accept a music place at St Edward's College, have a particular obligation to contribute to the musical life of the school (and, in the case of Choristers, also the Cathedral).

Q When will I hear about my appeal hearing date?

A Letters should be despatched in mid May 2024.

Q When and where do the appeals take place?

A Appeals will be heard on Friday 7 June 2024 and during w/c Monday 14 June 2024 via video link, telephone or written submission as chosen by the appellant.

- Q How long will the appeal last?
A Hearings normally last around 20 minutes, but the panel will want to ensure you have every opportunity to present your case thoroughly.
- Q My child has a medical condition/disability but was not offered a place – Why?
A With effect from admissions in September 2021, the College no longer has a medical and social category within its Admissions Policy. Therefore, any medical conditions/disabilities cannot be taken into account when places are allocated.
- Q If I applied for a music place have I “missed out” on a Faith place?
A No. If you applied for a music place and your application was unsuccessful it would then drop down into the next appropriate category. Applications are often considered in more than one category depending on the individual circumstances.
- Q My child was unsuccessful – is there a waiting list and where is my child on the list:
A All unsuccessful applicants are automatically on the waiting list. This list is not a ranked list. Should a place become available then a new random allocation will take place to determine to whom that place should be offered.
- Q We live very close to the College but my child was not offered a place. Is distance not taken into account?
A No. The College has no catchment area so home address is not a factor in the admissions process.
- Q Is prior academic/extra-curricular achievement not taken in account?
A No. Academic performance and extra-curricular achievements are not a factor in the admissions process so cannot be considered.
- Q Who will the Panel members be?
A This information will be provided to you with your appeals letter/documentation.
- Q My child has a sibling already at the College but my child was unsuccessful in gaining a place – why?
A There could be a number of reasons for this. Please contact the College for clarification.
- Q I have twins. If one twin is successful in gaining a place, will my other twin automatically be given a place?
A Yes. If twins or triplets apply for a place, the inclusion of at least one sibling within the ‘random allocation’ (section 1d) would result in the other siblings being included within the allocation preferentially. This does not apply to musical aptitude assessment or entry.
- Q How many places does the College hold in reserve for successful appeals?
A None. The College has allocated all of the 176 places available. If any appeals are successful they will be in addition to those and go towards making the College more oversubscribed.

- Q Does the College have to offer a certain number of places to non-Catholic children?
A No. The College implements the oversubscription criteria set out in the Admissions Policy. Typically, due to the large number of applicants in categories 1a to 1d, there are no places remaining for pupils in categories 2 to 5.
- Q Does the College give preference to those who note St Edward's College as their first choice on the preference form, rather than a lower preference?
A No, the College is not advised as to whether it has been chosen as first preference, but only that it is noted on the form as a preference.
- Q What should I do if I realise I know one of the Panel members when I receive the information?
A Please contact the Clerk immediately.

In the event your query is not answered in this document, please email sec.appeals@gmail.com for further advice. This email account is monitored during term time only and you should expect a response within 2 working days

Appendix A

General Information

Previous Year 7 appeals:

<i>Year 7 Entry in September</i>	<i>Number of appeals</i>	<i>Successful appeals</i>
2023	58	2
2022	51	4
2021	65	3
2020	55	1
2019	61	3
2018	56	4 <i>(3 in normal round of appeals)</i> <i>(1 late application/appeal)</i>
2017	56	2
2016	62	4
2015	38	2
2014	62	8
2013	51	6 <i>(5 in normal round of appeals)</i> <i>(1 re-appeal on 25 Sept 2013 so pupil started in October 2013)</i>
2012	38	5
2011	62	4
2010	72	10