

# Guidance Notes

## Northampton School

### Appeals for Year 7 Admissions for September 2025 entry



1. Your Notice of Appeal must be received by the Admissions Officer at the School by the deadline stated in the Appeal Timelines to be included in the main round of Appeals held in May. We will try to hear Appeals submitted after this time in the main round, however if this is not possible, they will be heard at a later date.
2. The School will not be responsible for any paperwork not delivered due to underpaid postage. **If you are sending your paperwork by post, please ensure you affix the correct postage for the size of envelope used.**
3. We would be grateful if staples, bindings or folders are **not used** when collating your Appeal paperwork, as these will need to be removed so that your Appeal can be included in a folder for the Appeal panel.
4. An independent Appeal Panel will hear your Appeal. Your Appeal will be held online via Zoom and full details will be sent to you, including the date and time of the hearing, together with an outline of the procedure to be followed at the hearing. The aim is for appeals to be considered fairly and, as far as possible, in an informal manner.
5. At least two weeks before your Appeal each member of the Appeal Panel will be sent a copy of your completed Notice of Appeal and any other supporting documents which you may have chosen to send with it. **Remember you need to provide 7 copies of all documentation.**
6. You have the right to speak in support of your written reasons for appeal using the Zoom log in details to attend your Appeal hearing. These details will be provided to you by the Clerk to the Appeal Panel nearer the time.
7. If you need support accessing your online Appeal hearing, either with technology or due to a disability or disadvantage, please make us aware by ticking the relevant box in Section 4 of the Notice of Appeal and let us know how we are able to help in the space provided.
8. Reasons for appealing

This is your opportunity to put forward your views as outlined in the School Admission Appeals Code October 2022. As previously mentioned, each member of the Appeal Panel, in advance of the meeting, receives copies of anything you send in support of your point of view. In this way the panel will know why you are appealing. It is therefore important that you complete Section 3 as fully as you can. In writing down your reasons for appealing, you should bear in mind the following points:

- The Appeal Panel will consider cases to override the outcome of the admissions process. They will take into account the Appellants' reasons for expressing a preference for NSB.
- The Appeal Panel have nothing to do with the admission process, therefore it is up to you to put forward all your points.

- If you enclose original documents with your Notice of Appeal and you would like them back, please enclose a stamped addressed envelope (with sufficient postage for the size and weight of the papers).
  - The Appeal Panel will form its own view of any individual case. It will consider the circumstances of individual children in detail and with care, based on all the information put before it.
9. You may elect not to attend the hearing and instead allow the Appeal to be considered on the information you have provided in Section 3 of your Notice of Appeal document. If this is the case, then you should make this clear by placing an X in the appropriate box in Section 4.
10. If you indicate that you will be attending your online hearing, and you fail to attend, and offer no reasonable explanation; the Appeal will be decided upon the written information before the Panel. Only in exceptional circumstances will it be possible to offer another time for the hearing.
11. If, subsequently, you wish to withdraw your Appeal, this must be done in writing and, to assist in the processing arrangements, withdrawals should be submitted to the Admissions Officer at the School as soon as possible.
12. The decision of the Appeal Panel is final. If you have a complaint about maladministration on the part of the Appeal Panel, Appellants may write to complain to the agency appointed to investigate complaints about Academies on behalf of the Secretary of State. Currently this is the Education and Skills Funding Agency (ESFA).
- \* *The Secretary of State may consider whether:*
- *the panel was correctly constituted by the admission authority; and*
  - *the admission authority has acted reasonably in exercising functions in respect of the appeals process or failed to discharge a duty in relation to that process.*
13. The Appeal Panel will have the services of an independent Clerk. The Clerk will keep extensive notes of the proceedings and will record the attendances and all decisions made, and the grounds on which they are made. All such documents shall be confidential to the Panel.
14. Please submit **7 copies** of your Notice of Appeal by post or in person to:

**Admissions Officer  
Northampton School  
Thorpeville  
Moulton  
Northampton  
NN3 7TR**

\* *extracts from the School Admission Appeals Code.*