BISHOP WORDSWORTH'S SCHOOL

APPEALS AGAINST THE GOVERNORS' DECISION NOT TO ADMIT YOUR CHILD TO THE SCHOOL

Explaining the Appeals Procedure for Years 7-Year 11

1. Making an Appeal

If your child has been refused a place at the school or been placed on the waiting list, you have the right to appeal against the decision. There are two types of appeal:

a) "Selective" Appeals

These take place when the Governors consider that, because of the selective procedure, i.e., the entrance examination, and any further review if deemed appropriate, your son did not achieve the "qualifying standard" and is deemed not to have the aptitude to cope with grammar school education. You will have been provided with your son's grades and the qualifying standard to decide how likely it is that your appeal may succeed.

It is not the job of the Appeals Panel to review your son's examination mark or the quality of his work or the merits or otherwise of the "qualifying standard " Rather it is a matter for the Appeals Panel to decide if there were other factors which may have prevented your son from achieving the required grades and quality of work on the day of the entrance exam and if there is evidence to demonstrate that your son is of the required academic standards.

Evidence that you may wish to consider providing to the Panel in such an appeal, may be medical notes, if your son was not well on the day, or an explanation, if applicable, of any family difficulties, bereavements or any other such disruption to your son that may have affected his results or the recent standard of his work. You may be asked to produce documentation in support of any such evidence you present to the Appeals Panel.

In almost all successful "Selective Appeals" you will also have to show the Appeals Panel why your son should be given a place immediately rather than being placed on the waiting list. In this situation you must also follow the procedure for "Resources Appeals."

b) "Resources" Appeals

These take place when your son has achieved the grades for entry to the school but rather than being given an immediate place at the school he has been placed on the waiting list, you will have been told the position that your son is on the waiting list.

The Governors, in these circumstances, consider the school to be full and in their view, to admit any further children "would prejudice the provision of efficient education or the efficient use of resources at the school." The maximum admission in 2027 for Year 7 is 160. The maximum admission for Years 8 -10 is 160 per Year group. In deciding the priority of entry to the school the Governors use the following oversubscription criteria in the order of sub-paragraphs a. to g. below:

a. A 'Looked After Child' or a 'previously Looked After Child.' The definitions of these are:
   (1) **Looked after Children** – a 'looked after child' is in the care of the Local Authority or being provided with accommodation by a Local Authority in the exercise of their social services functions (as defined by section 22 of the Children's Act 1989) at the time of making an application to a school.
   (2) **Previously Looked After Children** – are children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order (adoption and the orders are as defined by the relevant Acts).

b. Applicants who, at the time of the test, meet the eligibility criteria to claim for Free School Meals currently or in any of the previous six years and who therefore qualify for the Pupil Premium Grant. Documentary evidence that the parent is in receipt of the appropriate Support payment for entitlement to Free School Meals will be required.

c. Applicants whose permanent home is in the school's designated area (map available on the school's website) at the time of application or who have evidence that they will be permanently relocated to live in the designated area. Further clarification/requirements for this criterion are as follows:

(1) In this context, 'permanent home' is defined as the Applicant's only or main residence and is either owned or leased/rented by the Applicant's parent(s). Documentary evidence of residence not more than 6 months old may be required, (e.g., the parents' recent utilities bill or tenancy agreement). If leased/rented by the Applicant's parent(s), then the lease/rental agreement must be for a term of at least 12 months without a break clause. The property owned/rented/leased is to be that in which the Applicant and his family live.

(2) Where an Applicant lives with parents with shared responsibility each part of the week (see main body Paragraph 15 of the 2027-28 Admission's Policy for further clarification on shared responsibility), the 'home address' will be considered to be where the Applicant is registered with his/her GP (documentary evidence not more than 6 months old may be required) or, otherwise, the 'home address' will be considered to be the address of the person whose name is on the child benefit statement (proof of this may be required).

NB. Sub paragraphs 1c (3) to 1c (6) only refer to Applicants entering at the normal 11+ entry point.

(3) Applicants moving into the designated area after the date of Registration but prior to 31 October 2026 who apply on time to their current Local Authority, including Bishop Wordsworth's School as a preference, may be considered for these criteria as being at their new address if and only if:

(a) Their previous home has been sold, or contracts have been exchanged for sale (dated before 31 October 2026) or, if a tenancy, the tenancy was terminated before 31 October 2026. Appropriate legal documentation will be required as proof.

or

(b) For leasing agreements: the new lease must commence before 31 October 2026 and be for a minimum term of 12 months without a break clause. Evidence of the lease will be required supported by a council tax charge notification. Additionally, a previous lease must have been terminated, and proof of termination may be required; and the Applicant became resident at the new home together with his parent(s).

(4) The school must receive the evidence and legal documentation referred to above by 16 December 2026.

(5) Applicants (except for Crown Servants etc., see Sub-paragraph (6) below) who move into the designated area after 31 October 2026, but before the 1 March 2027 (the National Offer Day), who have made an application on time to their Local Authority, and included Bishop Wordsworth's School as a preference will be considered from the original address on the School Registration Form.

(6) Applicants whose parents are UK Service personnel, other Crown servants (including diplomats) and British Council employees who are under notice of posting will be considered as living in the designated area if the applicant would meet the criteria when relocated. Documentary evidence that the applicant meets the criteria will be required: parents must submit proof of future residency or unit postal address

in the form of an official government letter (for example MOD, FCDO or GCHQ) declaring a relocation date. This evidence must be received by the school by 16 December 2026.

d. Applicants who will reside with a brother or sister already at the school at the time of admission (including foster, adopted, step or half-brother/sister or the child of the parent/carer's partner).

e. Applicants who at the time at which the application for admission is made, reside with at least one parent or stepparent who is a contracted member of staff at Bishop Wordsworth's School and has been so for two or more years.

f. Applicants who at the time of the test, have been recorded as qualifying for the Service Premium in their school or who have been a Service Child in any of the previous three years or who are in receipt of a child pension from the Ministry of Defence under the Armed Forces Compensation Scheme (AFCS) and the War Pension Scheme (WPS). Documentary evidence that a parent is or has been a member of the regular armed forces will be required.

g. Other applicants who have met the entry requirements.

Ordering Within Same Criterion. The shortest straight-line distance from the applicant's home to the school (the Exeter St Gate) will be used to determine priority for admissions within the seven criteria categories in Paragraph 1 above. Distances supplied by the Local Authority will be used and these will measure the straight-line distance using the Ordnance Survey Eastings and Northings of the permanent home and the school. If two or more applicants with the same priority for admission live the same distance from the school but cannot all be admitted, then the available place(s) will be allocated by the casting of lots. The casting of lots will be supervised by a person who is wholly independent of the school.

N.B. IF YOU ARE APPEALING ON "SELECTIVE" GROUNDS YOU SHOULD ALSO PREPARE TO APPEAL ON THE GROUNDS OF "RESOURCES."

Appeals are heard by an independent committee called the Admission Appeals Panel. These are completely independent of the school and are clerked by the 'Clerk to the Appeals Panel' on behalf of the Governors. Please note the Clerk is only able to advise on procedural matters and can make no comment on individual cases.

If you wish to appeal, your Appeal Form MUST be completed and returned to:

By email:
admissions.appeals@bishopwordsworths.org.uk
By Post: Independent Clerk - BWS Appeals Panel
c/o Bishop Wordsworth's School
Exeter Street
Salisbury
Wiltshire
SP1 2ED

Please include with the Appeal Form any documents containing more details or evidence in support of your Appeal which you wish the Appeals Panel to consider. Please **DO NOT** include books or booklets, photocopies of these are acceptable.

Your Appeal Form MUST be returned within the deadline stated.

2. After You Have Returned the Form

a) You will be notified at least 10 school days in advance of when and where your appeal is to be heard. Every attempt will be made to hear your appeal somewhere local.

b) Please try to attend the appeal yourself. If you wish you may be accompanied by a friend, adviser, interpreter, or signer. If you do wish to be accompanied, then you must give the Clerk advance notice of this and details of who will be attending with you.

c) If you indicate that you will attend and then fail to do so, the appeal will go ahead in your absence and be decided on the written information submitted.

d) Your appeal will be heard in private and as informally as possible.

e) At least 5 school days before your hearing, you will be sent a written summary of the Governors' case. This will include the reasons why they have not been able to meet your request for a place for your son at the school.

3. At the Hearing

The Appeals Panel has three members: at least one lay member, at least one person who is experienced in education and one other from either category who acts as the Panel Chair. The Clerk will also be present to record the Appeals Panel's decision and advise on law and procedure.

The Panel will have copies of your Appeal Form (plus copies of all the other documents you submit), together with the Governors' written case. The procedure that will be followed at the Appeal Hearing will be explained at the beginning of the hearing by the Chair to the Appeal Panel.

4. The Decision

The Panel will make its decision in private after hearing all the evidence. In reaching its decision, the Panel will consider:

a) All representations made to it by yourself and the Governors,

b) Your preference(s), and

c) The arrangements for the admission of pupils to the school.

The Panel will then decide whether:

a) Your child meets the required entry standard and/or,

b) If the School is full, whether the admission of your child would prejudice the standard of education at the school or lead to inefficient use of resources.

The Clerk will contact you after all the Appeals have been heard with the decision reached by the Panel on your appeal. You will also receive a letter with reasons for their decision, and this will usually be within 5 school days after the appeals have been heard. The decision of the Appeals Panel is binding on both you and the BWS Governors.