

### Introduction

This selective guidance document and the pages herein are intended to help you understand Ruislip High School's processes and criteria. It is a helpful guide only and not intended as a complete or partial statement of your full lawful rights and / or entitlement(s) or all processes involved and admissions and admission appeals.

Further information and help can be obtained from various sources, an example of which via the internet is <http://www.education.gov.uk>

**If your child has been unable to gain a place at Ruislip High School**, you have the right to appeal against that decision. Appeals are heard by a special panel called the Admissions Appeals Panel.

### The Governors' Decision

If you have been unable to gain a place at Ruislip High School you should think carefully about whether or not you wish to appeal against this decision. You should keep in mind that:

- An applicant is not entitled to a place at the school simply because they have expressed a preference for it, if the school has reached its admission limit with those who have a better case for admission, under the admissions criteria.
- The admissions criteria are those published in the admissions arrangements and are applied strictly as stated.
- The admissions criteria were originally agreed with the Secretary of State and may now only be varied with the expressed approval of the Admissions Committee of the Local Governing Body. The Governors have no authority to vary or set aside the published criteria nor to take into account issues that lie outside the scope of the admissions arrangements.
- The school has a PAN (Published Admissions Number) of **210** places in each year group.
- The limit is not arbitrary. They are calculated through a Department for Education formula which is based on actual size of teaching rooms and other accommodation/facilities.

### How Do I Make An Appeal?

**The 'Notice of Appeal' form can be obtained from the Admissions Officer, Mrs Debbie Keohane via the school. Your appeal must be made in writing on the official RHS appeal form and returned to the school by the appeals deadline date.**

### Completing the Notice of Appeal Form

You should think carefully about the original reasons you gave, if any, for wanting your child to attend the school. You can add more information in the notice of appeal. The Appeal Panel will be given copies of your original application form. You should send copies of any letters or documents, such as medical evidence, with the statement of your appeal if you wish to use these at the hearing. Any further evidence should be supplied in good time to be copied and distributed to all panel members. You may produce other documents at the hearing but you should remember that the members of the panel and the governors' representative will not have had time to look at these or think about them. The Appeal Panel can decide either to accept or reject late documentation/evidence