

EKC Group

Admissions Appeals Procedure for Junior Colleges

The purpose of this procedure is to ensure the independence of admission appeals panels and to ensure that all admission appeals are conducted in a fair and transparent way.

This procedure relates to applicants who undertake the entire admissions process and are unsuccessful in receiving a place. This does not relate to an early withdrawal of application as a result of the application not meeting key criteria, or candidates to fail to engage in the whole process. Please refer to Section 7 of the Junior College Admissions Policy.

If your child is not offered a place at a Junior College following completion of the entire admissions process, you have the right to appeal. You must write to the relevant Junior College you are applying for, stating that you wish to appeal. To do this, email junior.college.appeals@eastkent.ac.uk clearly stating if your appeal is for Broadstairs, Canterbury Spring Lane or Folkestone Junior College. You should receive an automatic response acknowledging your appeal and outlining next steps.

This should be no later than 10 calendar days following notification of the application decision. Appeals received after 10 calendar days will not be accepted.

1. The Junior Colleges will arrange for an Independent Appeal Panel.
2. The panel will consist of two independent educationalists from the EKC Schools trust or other external parties, but with no connection to the EKC Group or Junior Colleges.
3. The purpose of an Appeals Panel is to identify if the relevant Junior College conducted their admissions process in a fair and transparent way. If they feel there is reasonable grounds to suggest this was not the case, a decline can be overturned and a place offered to the young person. The panel will consider the case put forward, it must consider the admission arrangements for the Junior College and if your reason for wanting your young person to attend the Junior college outweighs the panel's decision. The panel must exercise its discretion by balancing the weight of arguments. The appeal must be heard within 30 school days of the appeal being lodged.
4. The Junior College will provide Parents / Carers with the right to attend the Appeal Panel, notification of the appeal date will be sent at least 5 calendar days prior to the hearing. The appeal will take place on Teams.
5. The panel must communicate the decision of each appeal, including the reasons for that decision, in writing to the appellant and the Junior College. The clerk or chair must sign the decision letter and send it to the parties as soon as possible after the hearing but not later than five working days, unless there is good reason.
6. The panel must ensure that the decision is easily comprehensible so that the parties can understand the basis on which the decision was made. The decision letter must

contain a summary of relevant factors that were raised by the parties and considered by the panel. It must also give clear justification against the Key Criteria in section 5 of the admissions policy.

7. The decision of the Independent Appeals Panel is binding on the Junior College and parents/carers.