

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 who fail to engage in the whole process. Please refer to Section 7 of the EKC Junior College Admissions Policy.

If your child is not offered a place at an EKC Junior College following completion of the entire admissions process, you have the right to appeal. You must write to the relevant EKC Junior College you are applying for, stating that you wish to appeal and providing the reasons for the appeal. To do this, email junior.college.appeals@eastkent.ac.uk clearly stating if your appeal is for Broadstairs, Canterbury Spring Lane, Folkestone or Sheppey EKC 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 from the date on the notification letter will not be accepted.

1. The Director of Education Improvement will arrange for an Independent Appeals Panel.
2. The purpose of an Appeals Panel is to identify if the relevant EKC Junior College conducted their admissions process in a fair and transparent way.
3. The panel will consist of three independent educationalists (which includes the Chair) from the EKC Schools Trust or other external parties, but with no connection to the EKC Group or EKC Junior Colleges.
4. The appeal must be heard within 30 school days of the appeal being lodged.
5. The EKC 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.
6. The panel will consider the case put forward, it must consider the admission arrangements for the EKC Junior College and where evidence demonstrates that one or more of the key admissions criteria have not been met.

7. The panel will also take into account if the reason for wanting your young person to attend the EKC Junior college outweighs the EKC Junior College decision to decline.
8. The panel must exercise its discretion by balancing the weight of arguments.
9. If the panel feel there are reasonable grounds, a decline can be overturned and a place offered to the young person at that Junior College.
10. 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 seven calendar days, unless there is good reason.
11. 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.
12. The decision of the Independent Appeals Panel is final and binding on the Junior College and parents/carers.