

# QUEEN MARY'S SCHOOLS

## Frequently asked questions about appeals for Year 7 entry September 2025.

### 1. How do I appeal?

The appeal process is started by completing, signing and returning the appeal form, which is available from me, the Clerk to the Governors, Mr. David Milne, Queen Mary's Schools, Wallace Crooke, 20 Birmingham Road, Walsall, WS1 2LT. It is also available to download from the School's website. Alternatively, you can contact me at the email address below and I will send you the appeal application form electronically. **Please do not send the completed appeal application form or supporting documents to the Local Authority. The form together with any supporting documents must be returned to me either via email or post.**

### 2. Can I submit my appeal form online?

Yes – I would prefer to receive completed appeal applications via email rather than through the post. The appeal form is available from me at my e-mail address **clerk@qmfoundation.org**. The form will be sent to you as an e-mail attachment, and you can return it by e-mail as a completed attachment. Any supporting documents can either be sent by e-mail or post. Any form which is e-mailed will be accepted as "signed". Any documentation sent afterwards should indicate that the appeal form has been submitted by e-mail. I prefer to correspond by email if possible, so please let me know your email address if you have one. By disclosing your email address and submitting on-line, you consent to me using this email address for the appeal process. You should be aware that this may have confidentiality issues for emails that I send to this address (for example, that other people, including your child, may read correspondence) All material sent to me will be kept confidentially, and disclosed only to the school, the Independent Appeal Panel and the Appeal Clerk.

**I would be very grateful if as many parents as possible could please submit the completed appeal application form together with any supporting documentation via email rather than through the post. Thank you.**

### 3. Is there a time limit for applications?

Yes – this is very important. There must be a cut-off point, and this is fixed for **3.00 p.m. Monday 31st March 2025**. Appeals lodged after this date will normally be listed for hearing on a date after the hearing of all appeals lodged in time, and (depending on when the appeal has been lodged) possibly after the decisions on those appeals have been made. Late appeals should still be sent to me.

### 4. Can I send supporting documentation?

Yes, whilst it is not a requirement you are entitled to submit supporting documentation. If you do send documentation, please make sure it is fixed to the appeal form. Any documentation may be sent to me either through the post or, preferably, by email. Do not send original documents as I cannot promise to return the papers to you.

### 5. If I cannot get the documentation, should I still send in the form?

Yes – what is important is that the appeal form is received by the closing date of Friday 12th April. If you want to submit documentation at a later stage or submit further information, then you are entitled to do so. If this is the case, please make sure that there is a covering letter/email referring to the relevant school (either the Grammar School (boys) or the High School (girls)), the full name of the child and the date when your appeal form was completed

and sent. This will help me to collate the papers together. You must also let me have any additional evidence no later than 5 school days before the hearing in order that I can send it to the panel. Any material provided less than 5 school days before the hearing will be considered only with the permission of the panel.

**6. What is meant by “Grounds for Appeal” on the Appeal form?**

You should set out here your reasons why you feel your child should be allowed into the school. There are no set rules for what it is to be said here, and you can say anything you wish as to why you would like your child to be admitted. You can attach additional sheets if there is not enough room. It is helpful, however, for the Independent Appeal Panel to know in advance what points you would like to make.

**7. What happens to the material sent?**

The material (including the form and supporting evidence) will be retained securely by me and will be copied and sent to the appeal clerk and the panel, and to the Head Teacher who will be at the hearing. After the hearing, the appeal panel and Head Teacher’s papers will be securely shredded whilst the appeal clerk and myself retain the papers securely for two years.

**8. What happens after the appeal form has been sent?**

I collect the paperwork together and work out how many appeals have been received. If this year is similar to past years, there are likely to be a large number of appeals lodged. I will then work out with the Independent Appeal Panel dates when the appeals will be set for the hearing of the appeals. I will then notify you.

**9. Will you acknowledge receipt of my appeal form?**

Yes. I try to do this within 2 working days of receiving the appeal notice, but if you have not heard from me after 5 days please contact me.

**10. Who hears the appeals?**

There is an Independent Appeal Panel set up to deal with the appeals. The Appeal Panel consists of three people who have received specialist training on the appeal process. None of them is in any way connected to the school, and the appeal hearing has the benefit of advice from an independent Clerk (not me) so that the hearing is as fair as possible.

**11. When will the appeals be heard?**

The appeals are normally heard during May or June, but this will depend on the availability of the panel and the representatives from the schools. The precise time of the appeal will be sent to you in due course. You will be given at least 10 days’ notice of the appeal. Because of the difficulty of arranging the appeals, requests for specific dates or times will be granted only in exceptional circumstances. **The appeals will be heard via video/online link. If this is going to present you with problems, please let me know immediately.**

**12. What is the “school’s statement”?**

The school prepares two statements - a general one, and one specific to your child. These are sent to you and the Appeal Panel. The general one explains how the process works and is sent to all people who appeal. The specific statement gives details of your child’s performance, and why your child has not been offered a place. It is sent to the Appeal Panel and to you.

**13. What happens at the appeal hearing?**

The Appeal Panel will have been sent the appeal form, together with any supporting documents, and will also know your child’s result, and where your child came in the ranking

order. It will not have your child's actual test papers. Before the hearing, I will have sent you the school's statements.

At the outset of the hearing, and before you present your case, you will have an opportunity to ask any questions you may have in relation to the school's general statement and the process for awarding places.

You will then be given the opportunity to address the panel and to put forward reasons why you think your child should be admitted to the School. You will be able to ask any questions you may of the Head Teacher (or a representative) and to make comments.

**14. Do I have to attend the hearing?**

No. You are entitled to ask the Appeal Panel to consider the appeal form and any supporting documents in your absence. The Panel will consider the appeal on the basis of the papers provided and will not refuse an appeal simply because you were not there. If you do not intend to come to the hearing, it would be helpful if you could please let me know.

**15. How long will the hearing last?**

Normally hearings last about 20 minutes, but this is by way of guidance only. Everyone has to be given the opportunity of a fair hearing. If it appears that the hearing is going to take some time, then it is open to the Appeal Panel to decide to hear it on another day.

**16. Can I be represented at the hearing?**

Yes. There is nothing to stop you bringing a friend or a representative to help you, but you are not expected to do so. If you do wish to bring somebody with you, it would be helpful if you could please let me know in advance.

**17. Should I bring my child?**

Normally the Panel will not expect you to bring your child. Indeed, it is generally thought better not to do so.

**18. What do I do if I have difficulties understanding the hearing or accessing the hearing?**

**If you have difficulty in either understanding English or in accessing an online/remote appeal hearing then let me know as soon as possible, so that appropriate arrangements can be made. Please let me know immediately if you will require the services of an Interpreter at the appeal.**

**19. Why has my child not been successful?**

The Mercian Academy Trust is the Admissions Authority and has delegated responsibility for admission appeals to the individual schools which have set out in the Admission Arrangements the basis on which the pupils are admitted to the school. This is on the results of the entrance examinations, and pupils are offered places in strict order of merit. Your child has not been admitted because other pupils have performed better in the examination.

**20. How many pupils are admitted each year?**

At the present time there are 150 pupils who are admitted to the High School (the girls' school) and 180 to the Grammar School (the boys' school). This is the maximum number of available places at either School and which is governed by available space and the resources of each School.

**21. What makes a successful appeal?**

It is not possible to say what will make an appeal successful. Anything that you wish to say to the Appeal Panel will be taken into account. From experience of previous years, however, and bearing in mind what has been said before, some of the following things have been raised but have **not** been successful –

- your preference for the school and everything it represents;
- your desire for single sex education;
- that you live near to the school;
- that your child is generally very bright and would be a credit to the school;
- your child was nervous in the entrance tests and did not perform as well as might have been expected;
- your child was ill on the examination day (this is because there are provisions to hold the test on another day);
- your child is close to the last automatic place;
- that you have family or other connections with the school.

However, please note that you are still entitled to make these points if you think that they are relevant. The panel must undertake a two-stage process of weighing up the prejudice to the school by admitting more pupils, against the prejudice caused to your child.

Please bear in mind, however, that the school's Admission Policy states that places will be awarded based on the performance in the entrance examinations only.

## **22. What happens after the Appeal?**

The Panel will hear all appeals before anyone is notified of the Panel's decision. The Clerk to the Appeal Panel will then write to you with the Panel's decision. The letter will show the reasons why the Panel has reached its decision. This will usually be sent within 5 school days.

## **23. What if I have further questions?**

Please contact me if you have any further questions. Further information about the legal position regarding appeals and the process can be obtained via the Department for Education website, which can also provide a copy of the School Admission Appeals Code:

<https://www.gov.uk/government/organisations/department-for-education>

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