



**Dame Elizabeth  
Cadbury School**

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## FAQ – Year 7 - September 2025 entry

### **1. How do I Appeal?**

The appeals process is started by completing, signing and returning the Admission Appeals form to the Clerk to The Appeals Panel, Dame Elizabeth Cadbury School, Woodbrooke Road, Bournville, Birmingham, B30 1UL. **Do not send your appeal form or any supporting documentation to the Local Authority.**

### **2. Is there a time limit for Admission Appeals applications?**

Yes, this is very important. There must be a deadline and this is fixed for **3.00 pm on Friday 11<sup>th</sup> April 2025.** Appeals lodged after this date will normally be listed for hearing on a date after the hearing of all appeals lodged on time and (depending when the appeal has been lodged) possibly after the decisions for those appeals have been made. If you are lodging your appeal late, the application should still be sent to the address listed above.

### **3. Can I send supporting documentation?**

Yes, but you do not have to. If you do send documentation, please ensure that it is attached to your Admission Appeals form or if this is sent afterwards, please address this to the Clerk to The Appeals Panel as above and note your child's name and date of birth on this. **Do Not** send original documents, as we cannot promise to return these to you.

### **4. If I cannot get the supporting documentation, should I still send the form?**

Yes, it is important that the Admission Appeals form is received before the closing date. If you wish to submit documentation at a later date, then you are entitled to do so. Any additional evidence should be with the Clerk no later than 7 working days before the hearing so the panel can receive this. Any material brought to the Appeal Hearing will be considered only with the permission of the panel.

### **5. What does it mean by “Grounds for Appeal”?**

You should set out your reasons why you feel your child should be given a place at the school. There are no set rules for what 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.

### **6. What happens to the material sent?**

The material (including the form and supporting evidence) will be retained securely and will be copied and sent to the Admission Appeals Panel, the Clerk and to the Headteacher who will be at the hearing. After the hearing, the Appeals Panel and the Headteacher's papers will be securely shredded and the original papers will be retained securely for two years.



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### **7. What happens after the appeals form has been sent?**

Once all paperwork is received, this is collated and then a letter is sent inviting the appellants to attend the Appeal Hearing.

### **8. Who hears the appeals?**

There is an Independent Appeal Panel set up to deal with appeals. The Appeals Panel consists of three people who have received specialist training on the appeal process and are independent of the school. The appeal hearing has the benefit of advice from an Independent Clerk so that the hearing is as fair as possible.

### **9. When will Appeals be heard?**

The appeals are scheduled to be heard on 5<sup>th</sup> June 2025. The dates are subject to change dependent on the availability of the panel, clerk and representative of the school. The precise date, time and location of the appeals hearing is sent to you in due course. You will be given at least 10 days' notice of the appeal. Due to the difficulty in arranging the appeals, requests for specific dates or times will only be granted in exceptional circumstances.

### **10. What is the "School's Case"?**

The school prepares a case and this is sent to you and the Appeals Panel.

### **11. What happens at the Appeal Hearing?**

The Appeals Panel will have received all the paperwork you submitted in regards to your appeal and you will be invited to attend a meeting on a set date and time. You will be allowed to ask questions of the Headteacher or a representative in regards to the School's Case. You will then be given the opportunity to address the panel and put forward your reasons as to why your child should be admitted to Dame Elizabeth Cadbury School.

### **12. Do I have to attend the Hearing?**

No. You can allow the Appeals Panel to consider the appeal form and any supporting documentation. The Panel will hold the appeal in your absence and will consider the appeal on the papers provided and will not refuse an appeal because you are simply not there. If you do intend to attend the hearing, it would be helpful if you confirmed your attendance as detailed in your invite letter.

### **13. How long will the Hearing last?**

Normally, hearings last about 10 minutes, but this is by way of guidance. Everyone has to be given the opportunity for a fair hearing. If it appears that the hearing is going to take some time, then it is open to the Appeals Panel to decide to hear it another day.



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**14. Can I be represented at the Hearing?**

Yes. There is nothing to stop you bringing a friend or relative to support you but you are not expected to do so. If you do wish to bring someone with you, it would be helpful if this could be notified in advance.

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

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

**16. Where will the appeals hearing be heard?**

The appeals hearing will be held either virtually using the Microsoft Teams platform, on school site or at a neutral venue, such as a local hotel, which will have easy access for people by car or public transport.

**17. What happens after the Appeal?**

The Panel will hear all appeals before anyone is notified of the Panel's decision. The Clerk to the Appeals 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 working days.



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