

EVIDENCE TO SUBMIT WITH ADMISSION APPEALS

Evidence in support of an appeal should be submitted by the Appellant and the Admission Authority directly to the Clerk to the Independent Appeal Panel by the deadlines shown in the Appeals Timetable. Below is a guide of what evidence should be included in an admission appeal:

The Admission Authority

The Admission Authority should submit a copy of its case which should include its reasons for refusing the application, details of its admission policy and any other statistical or relevant information.

If a Selection Review Process was followed the Admission Authority should also submit all documentation submitted to the Selection Review Panel as well as copies of the invigilator's notes relating to the transfer test, if applicable, the Clerk's notes, the decision letter and any other relevant information.

The Appellant

- **Selection Review Evidence (if applicable)**

If a Selection Review process was followed and the appellant was unsuccessful the IAP must first determine whether the Selection Review process was "fair, consistent and objective". The Appellant should submit evidence that he believes shows the Selection Review process was not carried out in a "fair, consistent and objective" way.

- **Academic Evidence**

If a child did not achieve a score of 121 or more in the transfer test the Appellant should submit evidence to support any claim that the child is of the required academic. This should be in the form of school reports and letters of support from the child's previous or current school. Examples of schoolwork may be submitted and presented to the IAP at the hearing but should be kept to a minimum.

- **Evidence of Prejudice**

The Appellant must explain to the IAP why he believes his case outweighs the Admission Authority's case that the admission of any additional child would cause prejudice to the School. There are many reasons an Appellant may believe his case outweighs the Admission Authority's case, including medical and social, and the Appellant should submit any evidence he believes will support his claim.