

# Admissions Appeals Procedure

King's College London  
Mathematics School

## 1. Monitoring and reviewing

Action	Individual / Group	Date	Role
Last reviewed	Tom Collins	18/06/2021	Deputy Head Teacher
Ratified	Governing Body	23/06/2021	Governors
Next review	Governing Body	Summer 2022	Governors

## 2. General

2.1 This appeal procedure is open to applicants to the King's College London Mathematics School whose application for admission to the School is rejected and who wish to appeal against that decision. For the avoidance of doubt, this procedure is not available to applicants who accept a conditional offer from the School but who subsequently fail to meet the conditions of the offer. Informal enquiries about applications and requests for feedback on applications are outside the scope of this procedure and shall be dealt with by the School according to its procedures for such matters.

2.2 The School will ensure in all cases that appellants are treated fairly and impartially. The consideration of appeals shall be restricted to individuals who were not involved in the admissions decision which is the subject of the appeal.

2.3 Candidates are encouraged to seek informal feedback from the School before lodging a formal appeal and may do so by emailing [mathsschool@kcl.ac.uk](mailto:mathsschool@kcl.ac.uk).

## 3. Submission of appeals

3.1 Appeals must be submitted in writing by completing a KCLMS Admissions Appeal Form (which can be downloaded from the [admissions section](#) of the King's Maths School website) with any supporting documentation or evidence within 20 working days of the date of the written notification to the student of the admissions decision which is the subject of the appeal.<sup>1</sup> The KCLMS Admissions Appeal Form requires the appellant to provide details regarding the basis on which their appeal is made. Appeals must be submitted to the Chair of the Board of Governors of King's College London Mathematics School at the following address:

Chair of the Board of Governors  
King's College London Mathematics School  
80 Kennington Road  
London

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<sup>1</sup> Students who are placed on the School's waiting list who wish to appeal the decision not to offer them a place should appeal when they are informed that they have been placed on the waiting list. In the event that the student is subsequently offered a place, the appeal will be treated as withdrawn.

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Appeals may also be submitted by email to [mathsschool@kcl.ac.uk](mailto:mathsschool@kcl.ac.uk)

- 3.2 Where an appeal is submitted on behalf of a student, the person submitting the appeal shall include written confirmation from the student that they are authorised to act on the student's behalf.
4. Consideration of appeals by the Governing Body
- 4.1 The Governing Body shall appoint a committee of three governors (or two governors and one co-opted member) annually to act as the Appeals Committee.
- 4.2 The role of the Appeals Committee is to formally consider the appeal following representation from both the appellant and the school. The Appeals Committee has the power to over-rule the decision of the School to reject a candidate or place a candidate on the waiting list.
- 4.3 The Appeals Committee shall elect one of their number to be the Appeals Chair who will:
- coordinate communications between the Appeals Committee, the School and the appellant;
  - chair the Appeal Hearing, at which the appeal is considered.

The Chair must be a KCLMS governor.

- 4.4 The Appeals Committee shall consider the appellant's case after arranging an Appeal Hearing, at which both the appellant and the school must be offered the opportunity to present their cases.
- 4.5 The Appeal Hearing should take place within 20 working days of the submission of the appeal. The Appeals Committee will invite both the School and the appellant to submit evidence to be shared between all parties prior to the Appeal Hearing; all parties should endeavour to submit paperwork 5 working days prior to the Appeal Hearing. It is noted that the appellant will already have submitted the Admissions Appeal Form, and therefore may not feel the need to submit any additional evidence.
- 4.6 The Clerk to the Governing Body, or another appointed clerk if they are not available, will record the minutes of the Appeal Hearing.
- 4.7 The appointed clerk shall notify the parties of the order of the proceedings at the Appeal Hearing in advance of the meeting. The assumed order is:
- Case for the School

- Questions from the appellant and the Appeals Committee to the School
- Case for the appellant
- Questions from the Appeals Committee and the School to the appellant
- Summing up by the School
- Summing up by the appellant
- Consideration by the Appeals Committee (the School and the appellant will not be present for this final part of the Appeal Hearing)

- 4.8 The Appeals Committee shall uphold an appeal where they determine that the admissions arrangements did not comply with admissions law or had not been correctly or impartially applied, and the child would have been offered a place if the arrangements had complied or had been correctly or impartially applied. The Appeals Committee will also consider the school's admission number and physical capacity, though they must not dismiss an appeal solely because the admission number has already been reached.
- 4.9 The Appeals Chair shall communicate the decision of the Appeals Committee in writing to the student and the School normally within 5 working days of the Appeal Hearing.
- 4.10 Where the Appeals Committee determines that the appeal should not be upheld, they will outline their reasons in their communication to the School and to the appellant.
- 4.11 Where the Appeals Committee determines that the appeal should be upheld, the committee shall direct the School to make a conditional offer to the appellant.
- 4.12 The Appeals Committee will summarise the outcomes of all appeals in an admissions cycle to the Governing Body at the Summer meeting of the board. The committee may at this time make recommendations regarding policy and procedure to the School and/or to the Governing Body which they consider to be appropriate.
- 5 Appealing the decision of the Governing Body
- 5.1 Following the conclusion of the consideration of an appeal by the Governing Body, an appellant may appeal the decision of the Governing Body by requesting for their appeal to be heard by an Independent Appeal Panel.
- 5.2 A request for an appeal to be heard by an Independent Appeal Panel must be submitted in writing within 10 days of the date of the conclusion to the appeal considered by the Governing Body (that is, the date on which the decision not to uphold the appeal was communicated to the appellant). The procedure to be

followed is identical to that set out in 3.1 excepting the shorter timeline. An updated KCLMS Admissions Appeals Form must be submitted at this juncture.

- 5.3 The school will arrange for an Independent Appeal Panel to hear the case. As an Educational Institution and 16-19 Academy, the [School Admissions Appeal Code](#) does not apply to KCLMS (see section 7). Nevertheless, KCLMS will ask the Independent Appeal Panel to ensure that their decision making is informed by the code where it can reasonably be considered to apply; the decision about what is reasonable will be for the panel to determine.
- 5.4 Where the Independent Appeal Panel uphold an appeal against the decision of the Governing Body, the School will be required to make a conditional offer to the appellant.
6. Complaints to the Secretary of State
  - 6.1 Appellants who are dissatisfied with the outcome of an appeal considered by an Independent Appeal Panel may complain to the Secretary of State for Education. **The Secretary of State cannot overturn the School's decision but he/she can** consider whether the appeal procedure was followed correctly and may require a fresh hearing of the appeal. Complaints are considered on behalf of the Secretary of State by the Education Funding Agency. Details for how to make a complaint are available on the government and services website:  
  
<https://www.gov.uk/schools-admissions/appealing-a-schools-decision>
7. Admissions Law
  - 7.1 **King's College London Mathematics School is a 16 to 19 Academy.**
  - 7.2 16 to 19 Academies are educational institutions rather than schools. Because of this they are not required to comply with the School Admissions Code. Their admission arrangements do need to be fair, objective and transparent.<sup>2</sup>
  - 7.3 In addition to not being required to comply with the School Admissions Code, KCLMS is not required to comply with the School Admissions Appeal Code, which do not apply to 16 to 19 Academies.<sup>3</sup>

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[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/585353/Becoming\\_a\\_16\\_to\\_19\\_academy\\_-\\_advice\\_for\\_sixth-form\\_colleges\\_January\\_2017.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/585353/Becoming_a_16_to_19_academy_-_advice_for_sixth-form_colleges_January_2017.pdf)

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<https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online>