

# Admissions Appeals Policy



*This policy applies to Birchfield School Pre-Prep and Prep School as well as the Birchfield Senior School and should be read in tandem with the separate Admissions Policies for the Pre-Prep and Prep School and the Senior School.*

The acceptance of otherwise of any pupil is at the discretion solely of the Headmistress of the school. The Headmistress will apply their professional judgement diligently in implementing the Admissions Policy appropriately.

If a parent/guardian has evidence that a place has not been made available for their child as a result of unreasonable bias or unlawful discrimination, an appeal can be made to the Governance Advisory Committee.

1. The appellant should submit such evidence in writing to the Chair of the Governance Advisory Committee, c/o Birchfield School.
2. The Chair will convene an Appeals Panel consisting of three members - two of whom will be members of the Governance Advisory Committee and the third someone independent of the School - to consider the written evidence within 14 days of the evidence being received.
3. The Appeals Panel will determine whether the Headmistresses' original decision should be confirmed or overturned.
4. The school and parent/guardian will be informed in writing within three days of the decision of the panel.

The decision of the Appeals Panel is final and is binding on all parties.