**PORTSMOUTH AND WINCHESTER**

**JOINT BOARD OF EDUCATION**

**Guidance Notes to accompany the Model Statement of Case – Year R appeals**

These notes are to accompany the template ‘Statement of Case’ available to Voluntary Aided schools to support them when making a case for an appeal panel hearing for a Year R appeal.

* Where Name of School has been highlighted in red, the full school name should be inserted

Eg - *XXX Church of England Primary School.*

* Where 20XX/XX has been highlighted in red, the academic year that the appeal relates to should be inserted.

Eg an appeal for 2019 intake would be *2019/20*

* Where the document refers to ‘the appellant’s child’ the name of the parent should be inserted.

Eg – *Mrs Smith’s child*

**2.1** – Portsmouth / Winchester – Please delete the one which does not apply.

**2.5** – If you have no faith criteria in your admissions policy then please delete this paragraph.

**3.4** – The date that the governing board determined the admissions policy relating to the academic year in question should be inserted here. This information must be recorded in your governing board minutes.

If you have taken over PAN, then it is important that you explain why here. Delete the paragraph in blue if it doesn’t apply.

**3.5** – List the total number of places allocated per criteria - You will need to list the criteria in the order, using the same wording, as in your admissions policy for the year. This should come to the total number of places offered.

**3.6** - If there have been any admission errors, please identify them here. If this doesn’t not apply then delete the paragraph in blue.

**3.9** - Insert the date that you are writing the report and number of offers and withdrawals etc.

**4.1** - Use the table appropriate for your school. You will need add the numbers for each year. If you have any year group over PAN, then please provide an explanation.

**4.2** - Here you need a short paragraph that describes the school, number of classrooms, library, halls etc.

**4.3** - Complete the staffing table as applicable for your school.

**4.4** - Explain how you cover your PPA cover.

**4.5** - Number of children in the year R class. Cost of a primary teacher to be inserted.

**5.4** – Name of the school where the child has been offered a place and distance from their home.

**Appendix 2,3,4**

You will need to include a copy of your admissions policy, a copy of your catchment map and details of your PAN.