

MARLING SCHOOL
APPEALS GUIDANCE FOR ACADEMIC YEAR 2026 -27

HOW TO REQUEST AN APPEAL PACK

Appeal Packs can be obtained by request via email to admissions@marling.school or by phoning 01453 762 251 Opt.3. The guidance and legislation are the same for all school admission appeals, however, each summer there is a set of appeals with particular regard to entry into the following September's year 7 cohort.

TIMES AND DATES

Summer appeals for a place in year 7 starting Thursday 3rd September 2026.

- Appeal Form submission deadline: 3pm Wednesday 22nd April 2026.
- Appeal Supporting Evidence submission deadline: 3pm Tuesday 6th May 2026.
- Submission location: Submit Appeal Forms and Supporting Evidence to Marling School, Cainscross Road, Stroud, Gloucestershire GL5 4HE.
- Addressed to: C/o The Clerk to the Appeal Panel.
- Appeal Hearings for entry to Marling School's year 7 in September 2026 will be taking place from 15th to 17th June. The number of days to hear the appeals will depend on the number of appeals submitted by the deadline detailed above.
- You will be notified at least 10 days in advance of your appeal date and time by the clerk to the appeal panel via an email using the email address appeals@marling.school.
- Appeal Hearings are in-person at Marling School. Please keep these dates available.

All other appeals (e.g. in-year appeals, missed summer submission deadline).

- Appeal Form submission deadline will be specified in the covering letter with your appeal pack.
- Appeal Supporting Evidence submission deadline will be specified in the covering letter with your appeal pack.
- Submission location: Submit Appeal Forms and Supporting Evidence to Marling School, Cainscross Road, Stroud, Gloucestershire GL5 4HE.
- Addressed to: C/o The Clerk to the Appeal Panel.
- Appeal Hearings will take place on-line.

APPEAL PREPARATION AND SUBMISSION

Your appeal form needs to be submitted by the deadline specified in the section above and on the appeal form. On the form, or on a separate linked sheet, you should present your case and be clear of the grounds upon which you want the Panel to consider your appeal. As a selective school Marling has an approved admissions policy based on selection. The appeal panel are only able to uphold an appeal if it is satisfied that there is evidence to demonstrate that the child is of the required academic standard for Marling School. You do however have a statutory right to raise any issue that you wish.

You should supply documentation to support your appeal. This needs to be submitted either with the appeal form or can be submitted at a later date specified in the appeal form.

Supporting documentation could include the child's level of academic standard at school such as school reports, supporting letter(s) from the primary school together with predicted Year 6 SAT results.

The appeal form and supporting evidence must be supplied on paper. All paperwork has to be copied for each Panel member, the Clerk and the School. We therefore kindly request the following:

- All Appeal Forms and supporting evidence copied 5 times.
- All documents should be single sided.
- Do not staple appeals paperwork or put separate pages in polypockets or folders - we suggest using a paperclip/bull-dog clip to keep your submission together.
- *If you are unable to provide 5 copies yourself, we can copy your documentation, however, it will be in black and white; you should note that highlighting and light print may not remain visible. If you would like the Panel to have colour copies or to ensure the quality of the copies, you need to provide these yourself. We will be careful however, we cannot be liable for ensuring that your appeal is complete, or that faint or shades of colour are visible on photocopied pages.*
- *If possible, have your child's name on all papers and insert page numbers.*

Ensure that any submitted evidence from primary schools is on primary school letterheaded paper, signed and dated.

The panel will consider any written evidence you provide prior to the deadline. However, any documents received after this date or brought to the hearing may not necessarily be considered by the panel.

For the date of your appeal hearing, you may wish to prepare some written notes to assist you in presenting your case.

At least a week before the hearing date, you will be sent a copy of the Admission Authority's Statement that the panel will consider. The Admission Authority should explain the application of the Admissions Policy and the reasons for deciding to refuse a place at the school. The panel will have read your appeal form, your supporting documentation and the Admission Authority's statement.

THE APPEAL HEARING

Summer appeals are held in person at Marling School. Parents/Carers arrive at Marling School's School House Reception with some form of photo ID and sign in at Reception. Parents/Carers will then be taken to waiting area prior to the hearing. The Clerk will fetch the parents/carers from waiting area when the appeal panel are ready.

The appeal will be private and all documentation and discussions are treated as confidential. The three members of the panel will, be present, with the clerk to make notes and advise the panel on matters of Law and procedure (but not to participate in the decision making). The Admission Authority (Marling School) will normally be represented by a presenting officer(s) who will enter and leave with you. The hearing will commence when all parties are present.

The appeal hearing will follow a set procedure which may make the hearing feel rather formal; however, every effort is made to put parents/carers at ease and give every opportunity to present their case.

1. Parents/Carers and Presenting Officer are called in by the Clerk.
2. The Chair of Panel to introduce everyone and explain procedure and decision process.
3. Presenting Officer to explain the School's Case.
4. Parents/Carers ask questions of the Presenting Officer.
5. Panel ask questions of the Presenting Officer.
6. Parents/Carers explain reasons for appeal.
7. Presenting Officer may ask questions of the Parents/Carers.
8. Panel ask questions of the Parents.
9. Presenting Officer sums up their case.
10. Parents/Carers sum up their case.
11. Parents/Carers and Presenting Officer leave.

THE DECISION

When all of the appeals have been heard, the panel will make its decision based upon the information supplied by you and the Admission Authority. The panel will need to be satisfied:

1. That the admissions arrangements complied with the mandatory requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998 and were correctly and impartially applied in the case for your appeal.
2. That to granting a place at Marling School would not prejudice the provision of efficient education or the efficient use of resources.

The clerk will notify the outcome of each appeal to parents/carers, in writing via email, as soon as possible after the conclusion of the last appeal during the main round of appeals. The decision made by the panel is final and is binding upon the school. No further appeal for that year group is permitted within the approved policy and procedure, unless there are further extenuating circumstances which come to light following the appeal.

For further information:

Please [CLICK HERE](#) for the DfE School Admissions Appeals Code

Please [CLICK HERE](#) for the DfE Advice for parents and guardians on school admission appeals