



Department
for Education

School admission appeals data collection 2015

**Information for local authorities about
the submission of their 2015 data**

October 2014

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Any enquiries regarding this publication should be sent to us at [service request form](#). Urgent questions during the submission period can be sent by email to: admissions.appeals@education.gsi.gov.uk. This document can be downloaded from [GOV.UK](#).

1 Section A: Summary of collection

1.1 Scope of this document

This guide provides local authorities with information about the admission appeals data collection (also known as APAD) 2015. It is intended to assist local authorities with returning the required data to the Department for Education (DfE, or 'the department') and provides information on the scope of the collection, the data that should be included in the return, and the mechanism for submission. This guide should be read in conjunction with the relevant instructions on how to use the department's COLLECT web-based system.

1.2 Background to the collection and a summary of recent changes

For a number of years the department has collected information from local authorities about appeals lodged by parents against non-admission of their children to their requested school. This statutory return covers community and voluntary controlled primary and secondary schools (including middle-deemed schools) and includes the total number of appeals lodged, the number heard and withdrawn, and the appeal outcomes for each school phase.

Where the information being returned relates to primary schools (or middle deemed or all through schools with infant intake), figures are also required for the number of infant appeals. This will be a subset of the primary appeals figures.

The information will also be collected directly from schools who have their own admissions authority (community, voluntary aided and also academy schools, see below) via the spring census in January 2015.

There was a break in the collection in 2013 whilst improvements were made to include academies and to make the collection more timely. Previously data was provided in the January following the end of the academic year, based on appeals throughout the school year. Since 2014, however, the return includes only appeals lodged by 1 September relating to entry at the start of the school year, and is collected a year earlier.

For 2015, therefore, local authorities should return information on appeals lodged prior to 1 September 2014 relating to entry at the start of the academic year 2014 to 2015 (see sections C and D for further details).

If any community or voluntary controlled school is converting to an academy during the academic year 2014 to 2015, then the local authority should only include that school's appeals if the school converted after the date of the spring census (15 January 2015). If

the school has already converted by that date then it should submit its own appeal data via the school census.

1.3 Uses of the data

The data will be published in an SFR due to be published in July 2015. Due to the changes to the collection a new timeseries of data was started in the 2014 publication and will be built up over the next few years.

The department will also use the appeal and outcome figures and the trends identified as part of a continuing review of admission policies and practice.

2 Section B: Important dates

The following are the deadlines for the academic year 2014 to 2015:

- Appeal deadline – Monday 1 September 2014
- Survey opens – Monday 13 January 2015
- Deadline for returns – Friday 30 January 2015

3 Section C: Content of the return

A parent has the right of appeal against a decision not to allow their child into a requested school. Their appeal is submitted to the admissions authority for the school (which is the local authority in the case of community and voluntary controlled schools). The return to be made by local authorities to the department should include the following information about these appeals:

Field name	Description	Additional notes
LANumber	Number of local authority.	
PriAppLodged	Total number of appeals lodged against non admission into primary school.	Includes middle deemed primary schools.
PriAppWithdrawn	Of primary appeals lodged, number which were withdrawn before reaching an appeals panel.	To include those withdrawn as a result of the child being offered a place at the school via the waiting list.

Field name	Description	Additional notes
PriAppHeard	Of the primary appeals lodged, the number heard by an appeals panel.	
PriAppFavour	Of the primary appeals heard, the number which were decided in the parent's favour.	The number decided in the parent's favour plus the number rejected should equal the total number heard.
PriAppRejected	Of the primary appeals heard, the number which were rejected.	
InfcAppLodged	Total number of appeals lodged against non admission into an infant class in primary school.	Infant class figures are a subset of those provided for primary schools. Total to include all appeals into an infant class (reception and years 1 and 2), not just those relating to infant class size appeals.
InfcAppWithdrawn	Of infant class appeals lodged, number which were withdrawn before reaching an appeals panel.	To include those withdrawn as a result of the child being offered a place at the school via the waiting list.
InfcAppHeard	Of the infant class appeals lodged, the number heard by an appeals panel.	
InfcAppFavour	Of the infant class appeals heard, the number which were decided in the parent's favour.	The number decided in the parent's favour plus the number rejected should equal the total number heard.
InfcAppRejected	Of the infant class appeals heard, the number which were rejected.	
SecAppLodged	Total number of appeals lodged against non admission into secondary school.	Includes middle deemed secondary schools.

Field name	Description	Additional notes
SecAppWithdrawn	Of secondary appeals lodged, number which were withdrawn before reaching an appeals panel.	To include those withdrawn as a result of the child being offered a place at the school via the waiting list.
SecAppHeard	Of the secondary appeals lodged, the number heard by an appeals panel.	
SecAppFavour	Of the secondary appeals heard, the number which were decided in the parent's favour.	The number decided in the parent's favour plus the number rejected should equal the total number heard.
SecAppRejected	Of the secondary appeals heard, the number which were rejected.	

4 Section D: Further detail on the information to be included

- a) The local authority must only return data for appeals relating to entry into the academic year 2014 to 2015 that were lodged by parents before 1 September 2014. The date of the hearing can be after 1 September.
- b) Appeals relating to entry in to any school year should be included, whether the main entry point of the school or another year, as long as the parent was applying for their child to move to the school at the start of the academic year.
- c) Academies will provide their admission appeals data to the department via the school census. However, community or voluntary controlled schools that are in the process of converting to an academy during the current academic year should be included in the local authority's return if they are still under its control on spring school census day, Thursday 15 January 2015.
- d) If the newly converting school is an academy by 15 January 2015 then it will need to return its own appeal figures via the school census. They may need to be provided with the figures by the local authority.
- e) Only figures for community and voluntary controlled schools, where the local authority is the admissions authority, should be included. Other schools which

contract the local authority to administer their appeals must submit their own figures via the school census.

- f) Infant class figures are a subset of primary school appeals and relate to appeals against non-admission into reception class or years 1 and 2. They should include all appeals for those years, not just those relating to infant class size appeals.
- g) The number of appeals withdrawn will include any not persuaded, any not yet resolved, and any where the parents have withdrawn from the appeal process as they have been offered a place at the school via the waiting list.

5 Section E: Providing information about the local context

The department would welcome any local contextual information that local authorities can provide alongside the data submissions that they feel may add value and background information to the data. This can be provided by email using:

admissions.appeals@education.gsi.gov.uk

For example, alongside the routine validation checks the data will undergo when submitted to COLLECT, the department will carry out a number of additional verification checks on the data submitted including comparing it to the data submitted for the previous year. Therefore, it would be particularly helpful if local authorities could provide an explanation of instances where their data is significantly different from the previous year's data eg if there has been a significant change in the number of voluntary controlled and community schools within the local authority.

Any such contextual information should be provided to the same deadline as the data collection – Friday 30 January 2015

6 Section F: Submitting the data

6.1 Methodology

The data should be submitted via [COLLECT](#) (Collections Online - Learners, Education, Children and Teachers) from the department's website. This is the route by which a number of data collections from local authorities and schools are sent securely to the department.

Sections C & D give details of the data which is required to be provided. Once you have generated and checked the data, it should be loaded and submitted in COLLECT.

Details of how to set up COLLECT access, including changes to accessing the system, are found in Annex A. A separate COLLECT guide will be published shortly giving details of how to submit the admissions appeals dataset.

6.2 Validation checks

On loading of your local authority's data the COLLECT system will automatically run a number of verification checks and you will receive an error notification if any of them fail and the data requires amendment. You may also receive a query notification, to ask you to check certain figures to ensure they are correct – for example, where the values look unusual but could logically still be correct in some situations.

If this occurs you will need to correct the errors in the data and then resubmit the data to the department until all the error notices are no longer present. If the corrections have been successful, COLLECT will show no further error notices and the data can be authorised. If any queries do not require amendments, COLLECT has the functionality for local authorities to add a note to the data item, specifying that it is correct.

6.3 Further checks

Additional sense checks will be undertaken by the department and where there are concerns or queries about the figures, the department will contact the local authority concerned to ask for further information. This may result in rejecting the submissions for changes to be made. We will complete these additional checks by 14 February.

If there is anything about your local authority's data, which you think may give the department cause to query the figures, then it would be advisable to enter notes in COLLECT or send an email giving further information. An example of this would be if a number of community or voluntary controlled schools have converted into academies and therefore their appeals are no longer administered by the local authority.

6.4 Authorisation

For each return, once the data has been checked and accepted by the department the status on COLLECT will change to Authorised and your local authority's return will be complete.

6.5 Further assistance

The helpdesk will be available by email if you have any queries about this collection. They can be reached by emailing admissions.appeals@education.gsi.gov.uk or, for queries concerning COLLECT, by submitting a query at [Service feedback form](#)

Annex A

Requesting COLLECT access and registering contact details

To access the COLLECT system please copy the URL [secure access](#), paste it into your browser and save it as a favourite for ease of access throughout the collection.

An enhanced version of COLLECT secure access was launched on 9 December 2013. This enhanced version introduced an 'approver' role within each organisation to allow authorised users in schools and local authorities to create and administer accounts for individuals to access connected systems with their own set of login credentials.

An 'approver' has the same access as an 'end user' (these are the school and local authority users of COLLECT, S2S and KTS, and any future connected applications), but with additional user management privileges to enable them to administer SA accounts for individuals within the same organisation.

Within a local authority, the Contact Liaison Officer (CLO) undertakes the approver role. There is no change to the day to day operation of secure access for 'other' ie non approver local authority users but any requests for new accounts or changes to existing accounts should be directed to the respective local authority CLO rather than the SA service desk.

Guidance on secure access, including the service request form is available at [secure access guide](#). Once the approver has been set up in your local authority they will be able to arrange any COLLECT accounts required to enable this collection to be submitted.



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