



Appellant Portal

Guidance Notes

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1. Setting Up Accounts

To create a new account, go to <https://www.wandsworth.gov.uk/schools-and-admissions/admissions/school-admissions-appeals/make-a-schools-admissions-appeal/> and click the Make an Appeal link.

You will be taken to the account creation page where you must enter your email address and create a password. The password must be entered again in the Retype Password field.

Sign Up

Sign up to create a new appeal. You'll also be able to check the status of your appeal(s).

The screenshot shows a sign-up form with the following elements:

- Email Address: *** with an empty text input field.
- Password: *** with a text input field containing a password icon.
- Password must contain:**
 - ✓ At least 7 characters
 - ✓ Uppercase character(s)
 - ✓ Lowercase character(s)
 - ✓ Number(s)
- Retype Password: *** with a text input field containing a password icon.

Sign Up

Once this information has been entered you will be able to click the **Sign Up** button.

If there are any errors, please see the warning messages next to any fields that are incorrect.

The screenshot shows a close-up of the Password field with a red border and a red warning message: **Password is required**.

If you already have an account, a warning message will appear at the bottom of the screen and you will not be able to proceed.

When the **Sign Up** button is successfully pressed, you will be taken to a holding page as we need to verify your email address.

Verification required

A verification email has been sent to your inbox. Please check your inbox to complete the registration.

You will receive an email at the address you used to sign up to the portal with. If you cannot see the email, please check your junk folder before contacting us. You must click on the confirmation link in that email to confirm your account. You will not be able to sign in until you have clicked that link.

Clicking on the link will take you to a page showing the account has been verified. You can then click the **Sign In** button to be taken back to the sign in page.

2. Forgotten Password

If you have forgotten your password, you will need to click the [Forgot your password?](#) link. You will then be prompted to enter your email address, after which you should click the [Reset Password](#) button. The admissions service cannot see or reset your password.

Password Reset

Please enter your email address to reset your password.

Email Address:*

You will be sent a verification email. Make sure to also check your junk folder.

[Reset Password](#)

If there is an account for the email address you entered, an email will be received containing a password reset link. You will be redirected to the sign in page. Whether or not an account exists, you will be told that an email has been sent. Please contact the appeals service if you do not receive an email as you may not have set your account up.

You must click the link in the email to be taken to the password reset page.

Password Reset

Please enter a new password.

New Password: *

Password must contain:

- ✓ At least 7 characters
- ✓ Uppercase character(s)
- ✓ Lowercase character(s)
- ✓ Number(s)

Retype New Password: *

[Confirm Password](#)

As with your original password, you must enter your password twice, then click the [Confirm Password](#) button.

Clicking the **Confirm Password** button will redirect you to the sign in page where you can sign in with your new password.

3. Logging a First Appeal

When you log in, you will be on the Dashboard page. This is where you can see details of all appeals you logged, which will be empty at the moment. Click the **Create a new appeal** button to create your first appeal.

Your first action is to choose an appeal type. The options you see further will depend what sort of appeal you are making.

- Admission – your child has been refused admission to a school.
- Exclusion – your child has been excluded from a school.

The first set of information that needs to be entered is your information. You are required to enter your:

- Title (please pick from the available list)
- First Name
- Middle Name(s) – this information can be left blank.
- Last Name
- Your relationship with the child you are making an appeal for
- Home Phone Number
- Mobile Phone Number
- Address – Enter your postcode and click the Find Address button. You can then pick your address from a list – this can be changed once you have selected your address.

Once this information has been entered, you will need to edit this in the My Details section of the portal.

Once your basic information is completed, there are other pieces of information that you may be asked to supply:

- Moved House Since Application – tick this option if you have moved house since you applied for schools for your children. You will be required to provide evidence of your new address.
- Moving Address – tick this option if you will be moving house in the near future. You will need to supply the date you plan to move and your new address.
- Add Second Parent/Carer – tick this option to add another person as a second appellant. You will need to provide the same information for this person as you did for yourself.
- Add Witness/Representative – tick this option to add details of anyone who will be representing you at the appeal. Please provide as much information as possible.

Once this is complete, you can click the **Next** button to move on to entering your child details. If there is any missing or incorrect information, you will see a warning message next to the missing or incorrect field, along with details on how to correct the information/

You can now continue from the Child Details section of the Logging Further Appeals section.

4. Logging Further Appeals

When you log in, you will be on the Dashboard page. This is where you can see details of all appeals you logged. Click the **Create a new appeal** button to create a new appeal.

With all appeals, you must select the type of appeal so that the correct information is collected on the form.

- Admission – your child has been refused admission to a school.
- Exclusion – your child has been excluded from a school.

You will not be able to amend your personal details when logging appeals.

There are other pieces of information that you may be asked to supply:

- Moved House Since Application – tick this option if you have moved house since you applied for schools for your children. You will be required to provide evidence of your new address.
- Moving Address – tick this option if you will be moving house in the near future. You will need to supply the date you plan to move and your new address.
- Add Second Parent/Carer – tick this option to add another person as a second appellant. You will need to provide the same information for this person as you did for yourself.

Once this is complete, you can click the **Next** button to move on to entering your child details. If there is any missing or incorrect information, you will see a warning message next to the missing or incorrect field, along with details on how to correct the information. If the missing or incorrect information is in your basic information, you will need to change this information in the My Details section of the portal.

Child Details

The Child Details section is where you enter the details of the child that you are appealing a decision for.

The details that must be entered for the child are:

- First Name
- Middle Name(s) – this information can be left blank.
- Last Name
- Current/Previous School – this information can be left blank.
- Date of Birth
- Gender
- Address – you will need to enter the postcode, then click the Find Address button. You can then pick the child's address from a list.

Once this is complete, you can click the **Next** button to move on to entering details of the appeal. If there is any missing or incorrect information, you will see a warning message next to the missing or incorrect field, along with details on how to correct the information.

First Name: *

First name required

Appeal Details

The Appeal Details section is where you enter the details of why you are making the appeal. This section will differ depending on what sort of appeal you are making and for what school.

- School – Select the school whose decision you are appealing.
- If you selected Admission as the appeal type, you must only select a school you selected as a preference for your child on the admission form.
- If you selected Exclusion, you must only select the one school your child was excluded from.
- Application Rejection Date –
 - For admission appeals, the date on the letter you received telling you that your application for a child’s admission had been unsuccessful.
 - For exclusions, the date your child was excluded.
- Grounds for Appeal – you must provide basic details of why you are appealing the decision. You do not have to provide full details here, these can be provided as evidence later

Once the basic appeal details have been entered, you may enter additional information.

- Appellant Attending Hearing – tick this box if you are intending to attend the hearing.
- Second Appellant Attending Hearing – tick box if the second parent/carer added earlier will be attending the hearing. This is only available if you did add a second parent/carer at the first stage of the appeal.
- Waive Notice Period – the appeals service must give you a certain amount of notice before the date of the hearing. You may choose to waive this right which may enable you to have an earlier hearing date.
- Interpreter Required – tick this if you will require an interpreter at the hearing. You will then be able to select the language(s) you need assistance with.
- Accessibility Requirements – tick this if you will need any assistance at the hearing. You will then be able to provide details of the assistance you require.
- Child Siblings – please supply the Name, Date of Birth and School of any siblings of the child for whom you are appealing. You can add additional siblings by clicking the Add Sibling button. If there are no siblings, you can ignore this section.

The final part of lodging an appeal is submitting supporting evidence.

Evidence

You must submit supporting evidence as part of your appeal. You must submit supporting evidence no later than 10 days before the hearing.

- Maximum file size: 4MB
- Accepted file types: DOCX , PDF , JPEG , JPG , PNG , GIF

Evidence: *

Select file

or drop file here

You can either click the Select file button to open a file manager window or drag and drop files into the screen.

Password protected files **cannot** be uploaded to the appellant portal and a warning message will be shown if you attempt to upload such a file.

Once all the information has been entered you can click the **Submit Appeal** button. Once you have submitted the appeal, you will not be able to amend the details, other than submitting additional evidence.

Once the **Submit Appeal** button has been pressed, you will be redirected to the Appeal Submitted screen once the appeal has successfully been lodged.

Appeal submitted
Your reference number
AP24/2021

You can submit your supporting evidence and check your appeal status on the dashboard.

Dashboard

From there, you can click the **Dashboard** button to return to the Dashboard.

5. Dashboard

When you log in, you will be on the Dashboard page. This is where you can see details of all appeals you lodged. You can always create new appeals, but you can also view details of appeals you have already lodged and, if the deadline for supplying evidence has not passed, you can submit additional evidence.

YOUR APPEAL(S)			
REF NO. ⌵	CHILD NAME ⌵	STATUS ⌵	ACTION
AD14-2021	James Greene	Submitted	Submit evidence View appeal details

Submitting Evidence

Clicking the **Submit Evidence** button will take you to a screen where you can submit additional evidence in support of your appeal. This screen works in the same way as submitting evidence as part of an appeal.

Once you have added evidence, you must click the **Upload Evidence** button. If you do not, the evidence will not be added to your appeal.

Viewing Appeal Details



Clicking the View appeal details link will take you to a screen where you can see the details of the appeal you have selected.

Within this screen, you can scroll down to the bottom of the screen where there are three sections where you can take actions.


Managing Supporting Evidence

Supporting Evidence

Submission Deadline: Deadline not currently set

- APPELLANT EVIDENCE WILSON.pdf  

School Evidence

- SCHOOL EVIDENCE WILSON.pdf 

Withdraw Appeal

Withdraw Appeal

In the Supporting Evidence & School Evidence sections you can:



- Download evidence



- Delete uploaded evidence – not available for school evidence

You can use the **Withdraw Appeal** button to withdraw your appeal if you no longer wish to proceed. When you click the **Withdraw Appeal** button, you will be asked to confirm that you want to do this.

! Withdraw Appeal

Are you sure you wish to withdraw this appeal?

Yes

No

If you click **Yes**, the appeal will be closed as Withdrawn and you will no longer be able to do anything with the appeal.

Adding/Removing Second Appellants or Witnesses/Representatives

If you have not supplied details of a second appellant, witness, or representative, you have the opportunity to do so once the appeal has been lodged by selecting the relevant **Add Second Appellant** or **Add Witness/Representative** button.

You must click the relevant **Save** button to save the details.

If you have previously added a second appellant, witness, or representative, the button available will be **Delete Second Appellant** or **Delete Witness/Representative**.

To confirm the deletion, you must click **Yes** in the pop up that then appears

Confirming attendance at appeal

Once the date and time of your appeal have been set, you will be able to confirm your attendance at the appeal. To do this click the View appeal details link in the Dashboard to take you to a screen where you can see the details of the appeal you have selected.

Within this screen you can scroll down to the Hearing Information section where you will see your current decision about attending the hearing.

Hearing Information

Hearing Location	Omega Meeting Room - 45 Kansas State Square, London, N8 O2N
Hearing Date:	20/12/2021 10:00 AM
Appellant Attending Hearing	No

Change Attendance Status

To change your choice, click on the **Change Attendance Status** button. If there is a second appellant, you will be able to change their attendance status as well.

You will then be asked to confirm your choice.

! Update Attendance

This will set the appellant attendance to Yes - Attending, are you sure you wish to continue?

Yes

Once the change has been made, you will be able to return to the dashboard. The appeals team will be informed of your choice immediately.

If an online meeting has been scheduled and a link to the meeting is available a "Join Online meeting" link will be available in the Hearing Information section of the screen.

6. Changing Details

Clicking the **My Details** option at the top of the screen will take you to a screen will take you to a screen where you can amend any of your basic details including:

- Email address (which will also change your login username)
- Title
- First name
- Middle name(s)
- Last name
- Telephone number(s)
- Address

You must click the **Save Changes** button to make any changes.