

Appeals Process for Admission in 2023/24

If you are refused a place at a school, we will write to tell you:

- Why your place was refused
- Your right to appeal
- How to appeal
- How it works

You will be told the date, time and place of your appeal hearing 10 school days beforehand. You will get a document called 'Statement of the Case' 5 school days before your hearing. This explains why your child was not offered a place.

You will meet with an appeal panel of three or five people who are neither connected to the local authority nor the school. They will listen to both your case and that of someone from the local authority or school. You will get a letter telling you the panel's decision.

Decisions made by appeals panels can only be changed by the courts.

Where there is a limit of 30 children to a teacher

There is a limit of thirty children to a teacher in Reception, Year 1 and Year 2 classes.

If taking on another child means that the school would have to take extra steps which could cause problems, this is called class size prejudice.

If your child is refused a place because of this class size prejudice the appeal panel may only change that decision if:

- The admission arrangements were not properly put into place and your child would have been offered a place if they were.
- If the decision to refuse your child a place was not a reasonable one.

Where there is not a limit of 30 children to a teacher

This includes:

- All secondary school places
- Primary school places other than in Reception, Year 1 and Year 2
- Primary school places in those classes where class size limit doesn't apply because the classes arranged to keep the numbers under 30 children to a teacher.

These appeals take two steps:

Step 1:

The appeal panel looks at whether the admission arrangements for the school were used properly when deciding if your child should get a place.

If they were not, and your child would have been given a place if they had been, the panel should allow your appeal.

Step 2:

The panel looks at your reasons for choosing that school. If they decide that the school could not cope with taking on more children, they should refuse the appeal.

School admissions appeals timetable

Appeals for children refused a place at a preferred school for admission to Year 7 or Reception class in September 2022 will be heard according to the following statutory timescales:

	Offer Date	Appeals lodged	Appeals to be heard
Secondary	1 March 2023	By 30 March 2023	Within 40 school days
		After 30 March 2023	Within 30 school days

Parents/carers will be notified of their appeal date at least 10 school days before the hearing.

A copy of the school's statement of case will be sent to each parent/carer 5 school days before the hearing.

Any additional evidence parents/carers wish to submit in support of their appeal must be sent to the clerk at least 7 school days before the hearing. Any evidence not submitted by this deadline may not be considered by the independent appeal panel.

If you are not successful

If you do not win your appeal, you will be told what your options are.

Parents can only have one appeal to a school in any school year.