



School Admissions Appeals

If you are refused a place at a school, you will receive an email (or a letter if you apply by paper copy) advising:

- Why your request for a place was refused
- Your right to appeal
- How to appeal

You may also wish to review the following documents:

- [DFE School Admissions Code](#)
- [DFE School Admission Appeals Code](#)

The Appeals Process

School appeals are heard by an independent appeal panel comprising of three to five independent members of the public. You can make one appeal for each preference school that cannot offer your child a place.

The admission authority for the school must write to you at least 10 school days before the hearing to confirm the date of the appeal. Organisations such as the [Advisory Centre for Education \(ACE\)](#) can give you advice on preparing your case and further information on what to expect.

How to appeal

You will find details of how to make an appeal in the admission letter outlining your offer. If your child has not been offered a school place you will need to contact the [Admissions Team](#) as they can let you know which schools have places available, and can offer you advice on the next steps if you wish to appeal.

School Admission Appeals Timetable

In-year transfer applications

Appeals for children refused a place at a preferred school as a result of an in year transfer application should be heard within 30 school days of the appeal being lodged.

Normal Admissions Rounds

Appeals for children refused a place at a preferred school for admission to Year 7 or Reception class will be heard according to the following timetable:

- **Secondary Appeals:** Appeals received by the **advertised deadline** should be heard within 40 school days. Appeals received after this deadline may not be heard within this block of appeals, but should be heard within 30 school days of the appeal being heard.
- **Primary Appeals:** Appeals received by the **advertised deadline** should be heard within 40 school days. Appeals received after this deadline may not be heard within this block of appeals, but should be heard within 30 school days of the appeal being heard.

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 at least seven working 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 5 working days before the hearing. Any evidence not submitted by this deadline might not be considered by the independent appeal panel.

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Infant Class Size Appeals

Regulations made under Section 1 of the School Standards and Framework Act 1998 limit the size of an infant class (Reception, Year 1 and Year 2) to 30 pupils per school teacher. When considering appeals restricted by infant class size limits, only in very limited circumstances can admission over the limit be permitted. Details of these circumstances and further information can be found within Section 4 of the [DFE School Admission Appeals Code](#)

Appeals not falling under Infant Class Size restrictions (Prejudice Appeals)

These appeals focus on whether or not the admission of additional children would prejudice the provision of efficient education or the efficient use of resources. Panels must consider whether or not admission arrangements complied with admissions law and were correctly and impartially applied, and whether prejudice would be caused by admitting additional children to the school. Further information regarding these appeals can be found in Section 3 of the [DFE School Admission Appeals Code](#)