

SCHOOL ADMISSIONS APPEALS

- Applications to Schools for places are governed by the **School Admissions Code 2014**, this applies to all maintained schools and most academies.
- This advice covers the appeal process for both infant sized classes and standard size classes which is governed by the **Schools Standards and Framework Act 1998** and the **School Admissions Appeals Code 2012**.
- Local authorities co-ordinate admissions to all schools both primary and secondary and will provide a Common Application Form enabling parents to express their preference.

KEY DATES



The image displays three key dates for school admissions appeals, each presented as a pinned note with a green pushpin on the left and a yellow pushpin on the right. The notes are arranged horizontally and contain the following information:

- Closing date for applications for Reception year is usually 15th January**
- Closing Date for Transfer Applications is usually 31st October**
- National Offer day is 1st March for Transfer places & 19th April for Reception places**

- If an application is received after the closing date but before the first day of the academic term it will be treated as late, any applications received on or after the first day of the academic term will be treated as an in-year application.

MY CHILD HAS NOT BEEN OFFERED A PLACE AT THE SCHOOL OF MY CHOICE - WHAT CAN I DO?

There are a number of options available to you. These are:

- **Waiting Lists** – Your child's name can be added to the waiting list for any school where a place has not been offered, it is important to note a child may move up or down the waiting lists depending on the schools over subscription criteria. Waiting lists are usually cleared on a termly basis and therefore you will need to reapply.
- **Find an alternative School** – contact the Newcastle admissions team for available places: admissions.information@newcastle.gov.uk
- **Appeal the decision not to offer a place** – details will be on the offer letter. You will need to complete an online form for each school you wish to appeal ([Appeals for school places | Newcastle City Council](#)).

I WOULD LIKE TO APPEAL THE DECISION - IS THIS POSSIBLE?

- Parents are given at least 20 days to appeal a decision for it to be heard in time for the start of the school year but there is no legal time limit for late appeals. It is generally best to accept the place offered to ensure the child has a place for the academic year as this will not influence the appeal process.
- Appeals for the normal round of admissions must be heard by an Independent Appeal panel within 40 days of the deadline for an appeal and at least 10 days' notice of the date must be given.

WHAT ARE THE STEPS TO APPEALING?

1

Online application submitted by parent (within 20 days from decision letter)

2

Submissions from school and parent – further details in support of each side to be supplied by both the parent/guardian of the child and the school.

3

Written notice of the appeal date will be sent at least 10 days before the hearing with an Independent Appeal Panel. Papers will also be sent out in advance.

HOW DOES AN APPEAL HEARING WORK?

Stage 1 – A representative of the school, usually the head teacher, will put the case for why the school is full and cannot offer the child a place, together with the admissions procedure applied. Parents can ask questions of the school.

There may be multiple appeal hearings for each school at one time. The school will present their case to all parents involved.

If the panel is satisfied the admission arrangements have been applied correctly and that the school is indeed full it moves onto Stage 2. If it is found the school has places or the admission arrangements have not been correctly applied the appeal will normally be upheld at Stage 1.

Stage 2 – Individual case by the parents/guardians for why child should be offered a place at this school and no other – to win the appeal at Stage 2 the balance of disadvantage to the child must outweigh the disadvantage that would be experienced by the school in admitting an additional child.

The clerk of the appeal panel must send a decision letter to all parties as soon as possible and no longer than 5 school days.

OTHER SOURCES OF ADVICE

<https://childlawadvice.org.uk/education/>

<https://www.gov.uk/civil-legal-advice>

<https://www.ipsea.org.uk/>

<https://www.ace-ed.org.uk/>

<https://www.advicenow.org.uk/categories>

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