



Frequently Asked Questions – School Admission Appeals

I do not agree with the decision not to offer my child a school place – What should I do?

If we are unable to offer a place for your son/daughter, you will receive a letter from BCP School Admissions confirming the decision.

It is recommended that you **READ** the following documents before your appeal is submitted.

[APPEALS PROCEDURE & FLOW CHART](#)

[APPEALS TIMETABLE](#)

[School Admission Appeals Code 2022](#)

[Advice for parents and guardians on school admission appeals - GOV.UK](#)

If you still wish to appeal the decision you can lodge your appeal by using the following forms link:

<https://forms.office.com/e/vW7EZ3G89V?origin=lprLink>

My child has been offered a place at a school I didn't select. Should I accept the offer or wait for the appeal outcome?

It is recommended that you accept the alternative school place whilst you wait for the outcome of the appeal. This will ensure that you child has a school place should your appeal not be successful. Accepting the school place will not impact on the outcome of the appeal.

How much information do I need to provide in my appeal?

Your appeal must be in writing and provide the reasons why you do not agree to the decision. The appeal form has been designed to help you provide us with all the relevant information and will give you an opportunity to upload evidence that will be shared the panel members. Once you have submitted your appeal you still have a further opportunity to provide additional evidence, and you will be given a clear deadline of when this should be done by.

Where and when will my appeal be heard?

Appeals will be heard at a school or a local venue on weekdays during term time. Occasionally a hearing may be arranged via video conferencing if facilities allow.

Who will be on the appeal panel?

An Independent Appeal Clerk is appointed to oversee appeals and will convene an Independent Appeal Panel, none of whom has a connection in any way with the school, the governing body or the Local Authority.

The panel is comprised of a chair and at least two other panel members and must consist of the following with at least one from each category:

- a) lay people (someone without personal experience in the management of any school or provision of education in any school (except as a school governor or in another voluntary capacity));
- b) people who have experience in education, who are acquainted with educational conditions in the local authority area, or who are parents of registered pupils at school.

The Panel Members are not paid for the work they do and are totally independent.

Panels must have had no connection to the appellant or child.

Do I have to attend the appeal hearing?

It is advised that you attend the appeal hearing to present the reasons why you believe your child should be granted a school place. We **do not** recommend that your child attends. If you wish to bring a friend, representative, interpreter, or signer, you must inform the appeals clerk in advance.

If you or the school representative are unable to attend on the day, the hearing will typically proceed based on the information submitted beforehand.

How much time should I allow for the hearing?

The length of each hearing will differ; however, we would usually allow 1-3 hours.

What are the possible outcomes?

The decision will be reached by a majority vote, cast by panel members, and they will either:

- Uphold your appeal – The school must admit your child. You should contact the school to plan for your child's admission.
- Refuse/Dismiss your appeal – You will need to contact BCP School Admissions for information about an alternative school place and if applicable the current waiting list.

The decision of the panel is binding, there is no further right of appeal in the same academic year.

When will I know the outcome of the appeal?

We aim to notify you of the outcome on the same day with a letter confirming the outcome within 5 school days (during busy periods it might take longer).