

# Wandsworth Appeals Service

## School Admission Appeals Guidance notes for parents/carers

You have the right to appeal for a place at any school of the schools you listed as a preference on your application.

You'll be invited to a hearing where a Panel of three independent people will consider what you feel that your preferred school can provide which no other local schools can. The school will explain why they could not offer your child a place and set out the difficulties that they consider admitting an additional child would cause.

After the hearing the Panel will then balance the benefit to your child were they to attend your preferred school, against the harm that would be caused to the provision of education at the school if they were to go over their published admission number or admissions limit for in-year appeals.

If the Panel considers that the benefit to your child outweighs the harm to the school, it has the power to direct the school to offer your child a place.

### **What schools can I appeal for?**

You can appeal for any school you listed on your child's Common Application Form or In-year Application Form. You will not be able to appeal for a place at a school that you have not yet applied for.

Wandsworth Appeals Service handles appeal hearings for some Wandsworth schools. A list of those schools can be viewed here: [wandsworth.gov.uk/schools-and-admissions/admissions/school-admissions-appeals/](https://www.wandsworth.gov.uk/schools-and-admissions/admissions/school-admissions-appeals/)

If you cannot see the name of the school you want to appeal for on the webpage linked above, you need to contact the school directly and ask them how to appeal.

You can appeal for a place in any school year including sixth form.

### **How do I make an appeal through the Wandsworth Appeals Service?**

You can complete your Appeal Request Form using the School Admission Appeal Portal on: [schoolappeals.wandsworth.gov.uk/home](https://schoolappeals.wandsworth.gov.uk/home).

If you require a paper form, please call 020 8871 7554 or email the Wandsworth Appeals Service via [educationappeals@wandsworth.gov.uk](mailto:educationappeals@wandsworth.gov.uk) and we can send one to you.

### **Appeals for Key Stage 1**

There is a legal limit of 30 pupils per teacher for reception, year 1 and year 2 classes. This means that there is a very high bar for an appeal to be successful. The Panel can only direct a school to admit more than 30 pupils in key stage 1 if they believe that your child was denied a place because of a mistake made by the Admissions Authority or if the decision to not admit your child was 'beyond the range of responses open to a reasonable decision maker' or 'a decision which is so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it.'

### **Can I appeal for a place for more than one school?**

You can appeal for any school you applied for. You must complete a separate appeal form and will be invited to attend a separate hearing for each school you appeal for. The status of your appeal for one school will not be affected by the appeal status of your appeal for another.

### **Are there any deadlines for appeals?**

You can find the timetable for appealing for a place to start in infant/primary, junior, or secondary school here: [wandsworth.gov.uk/schools-and-admissions/admissions/school-admissions-appeals-timetable/](https://www.wandsworth.gov.uk/schools-and-admissions/admissions/school-admissions-appeals-timetable/)

You can also appeal at any point in the school year for your child to transfer schools. In-year appeals will be heard within 30 school days of an Appeal Request Form being submitted. If you appeal in July, close to the end of the school year your appeal may not be heard until the next school year begins in September.

### **How will appeals be held?**

Appeal hearings are held as online video conferences using Microsoft Teams.

### **When will I get a date for my appeal?**

You will be given at least ten school days' notice of the date of the hearing.

About a week before the hearing, you will be sent the appeals pack via the School Admission Appeal Portal. This will contain a statement setting out the reasons why the school could not offer your child a place, a copy of your Appeal Request Form and any supporting evidence you have submitted.

### **What documentation should I provide?**

You may wish to support your case with a letter from a doctor, social worker, or other medical/care professionals. A letter which specifically states why the particular school would benefit your child will be given a higher weighting than a GP appointment letter or general diagnosis report. Please note that any information or evidence not submitted by the deadline might not be considered by the Panel at the hearing. Wandsworth Appeals Service cannot contact your doctor etc. or other individual; it is your responsibility to obtain any supporting evidence and provide it in time.

Please ensure all items are clear enough to be easily read and duplicated.

### **What is the deadline for evidence to be submitted?**

Please ensure you have provided Wandsworth Appeals Service with items as soon as possible to be included in your appeals pack. The final deadline for documents is three working days before your appeal. If you provide additional information after that deadline, or bring new evidence to the appeal hearing, there is the possibility that it may not be permitted for consideration. The Panel will decide whether it can accept it by taking into account its significance and the effect of a possible need to adjourn, postpone or delay the appeal.

### **Who will be at the appeal?**

*Appellant.* This is you, as the parent/carer of your child. You can bring along a friend to accompany you or state the case for you in the hearing. If you are unable to attend the hearing, the appeal will still be heard, using the written information you have provided.

*Clerk.* The clerk is a member of the Wandsworth Appeals Service who will take notes and provide any procedural advice. The clerk will send you a letter after the hearing to tell you the outcome of your appeal.

*Panel.* There will be three trained people on each panel. There has to be at least one who is 'lay' and one 'education'. The latter will be someone with 'experience in education, who is acquainted with educational conditions in the local authority area, or is a parent of registered pupils at school.'

The Panel members are not permitted to have any connection to you or the school you are appealing for, as they have to be neutral. The Panel will be headed by a Chair. It is only the three Panel members who will make a decision regarding the appeal.

*Admission authority representatives.* The admission authority is the group of people who apply the school's admissions policy and rank each application accordingly. For academies, it is usually their academy trust. For voluntary-aided (usually religious) schools, the admission authority will be the school's Governing Body. For community schools, it will be the Local Authority (LA) which will undertake this role.

*Observers.* An observer will be either a trainee panel member or clerk.

*Interpreter.* An interpreter will be present if requested. It could be that in grouped hearings there is more than one present covering different languages.

### **What happens in an appeal?**

In accordance with the School Admission Appeals Code 2022, appeals must be heard in the following order:

- a) case for the admission authority;
- b) questioning by appellant(s) and panel;
- c) case for the appellant(s);
- d) questioning by the admission authority and panel;
- e) summing up by the admission authority;
- f) summing up by the appellant(s)

The order above may be split if a grouped hearing is convened.

#### Group hearing – only used when there is a group of appeals to be heard for the same school and year group

During the grouped hearing, the admission authority representative will present the school case and you will be able to ask them questions about the admissions process and how the admissions criteria were applied in general. The Panel will also ask questions. Other parents/carers appealing for a place at the school will be present at this part.

#### Individual hearing

During the individual hearing, you will be able to present your individual case and the personal reasons you want your child to attend the school. The panel and admission authority will ask you questions. All the information you provide to the Panel will be treated as confidential. No other parents/carers will be present at this part.

The Panel's decision is made afterwards, with only the Panel members and clerk present.

Individual hearings are scheduled for 60 minutes, unless they follow a grouped hearing, in which case they are scheduled for 40 minutes. The length of time allocated for a grouped hearing may vary depending on the type of school and how many attendees will be present.

### **What makes a successful appeal?**

Each appeal is viewed on its own merits, so there is no specific formula for success. Ensure that you say all that you want in the hearing and include why you want a place at the school for your child, and what it can offer that others in the area cannot.

### **Do schools keep places available for children whose parents are appealing?**

No. The number of appeals allowed varies from year to year and each case is decided on its own merits. General information about the number of appeals heard and upheld in recent years is published in the Wandsworth Starting School booklets via [wandsworth.gov.uk/schools-and-admissions/admissions/](http://wandsworth.gov.uk/schools-and-admissions/admissions/)

### **When will I find out the outcome of the appeal?**

If your appeal was lodged online, the appeal outcome of whether the Panel upheld or did not uphold your appeal will be published in the School Admission Appeal Portal the following working day. You will receive an email to inform you when the outcome has been published, as you will need to log into your account to view it. A letter setting out the full reasons for the Panel's decision will be published on the Portal within five school days from the date of your appeal (or the date of the last appeal for those for the same school when we have multiple appeals). If you submitted a paper appeal form, Wandsworth Appeals Service will inform you of the notification processes in the hearing.

### **Can I withdraw my appeal?**

You may wish to withdraw your appeal because your child has been offered a place at the school, another school you are happy with, or if you no longer wish to continue with your appeal for any other reason.

You can withdraw your application by logging on to the School Admission Appeal Portal. You will receive an email acknowledging the withdrawal. If you submitted your appeal using a paper form and wish to withdraw your appeal, please telephone the Wandsworth Appeals Service.

### **What are the next steps after an appeal?**

If your appeal is unsuccessful, there is no further right of appeal.

If you are not happy with the way the appeal was conducted, you can refer the matter onwards. Details about that will be included in the appeal outcome letter.

You may only appeal for a place at each school once in every academic year, unless the admission authority agrees that your child's circumstances have changed significantly.

### **More questions about appeals?**

If you have any questions about the appeals procedure, please contact the Wandsworth Appeals Service by calling 020 8871 7554 or email: [educationappeals@wandsworth.gov.uk](mailto:educationappeals@wandsworth.gov.uk)

### **Questions about admissions and/or your child's application?**

A breakdown of how the places were allocated at each Wandsworth school for the following academic year, will be available via: [wandsworth.gov.uk/schools-and-admissions/admissions/](http://wandsworth.gov.uk/schools-and-admissions/admissions/) soon after the National Offer Days. Reception, Year 3 for junior transfer and Year 7 (secondary transfer) waiting list places will be available via this site too.

Wandsworth Pupil Services can provide information about:

- In-year waiting lists;
- the year 6 Wandsworth Test (for entry to Year 7);
- your original application for a school place;
- schools with places in the borough.

Wandsworth Pupil Services can be contacted on 020 8871 7316 or email:  
[admissions@richmondandwandsworth.gov.uk](mailto:admissions@richmondandwandsworth.gov.uk)

### **Where can I find out more information?**

The School Admission Appeals Code allows the Appeals Service or the Clerk to give independent advice regarding the appeal process. However, they cannot give parents/carers specific advice about your appeal.

The legislation listed above is available for the public to view via the internet. It is also worth looking at the admissions policy for the school you are appealing for via [wandsworth.gov.uk/schools-and-admissions/admissions/](http://wandsworth.gov.uk/schools-and-admissions/admissions/)

There are independent agencies who can provide appeals advice, such as the Coram Children's Legal Centre, which offers free legal advice on education law. Coram provides online access to legal factsheets and a telephone advice service on 0300 330 5485 (8am to 6pm Monday to Friday) or at [childlawadvice.org.uk](http://childlawadvice.org.uk)