

# Children & Young People's Services

## ADMISSION APPEALS

## A GUIDE FOR PARENTS AND CARERS

Revised: February, 2024

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## INTRODUCTION

If your child has been refused a place at the school/academy you prefer, you have the right to appeal against that decision. This booklet is provided to help you decide whether to appeal against that decision and if you decide you would like to appeal, how to do it.

Responsibility for making arrangements for appeals against the refusal of a school place rests with the admission authority of the school in question. Admission authorities may make arrangements for appeal hearings to be held in person or remotely by video conference or a mixture of the two (“hybrid”). Appeal hearings held entirely by telephone are permitted only where video conferencing cannot be used for reasons relating to connectivity or accessibility and if the appellant and presenting officer both agree. Regardless of the forum chosen, appeal panels **must** allow appellants the opportunity to make oral representations.

Appendix B of this booklet provides details of the Co-ordinated Admission Arrangements. If you wish to appeal for a school/academy outside your home authority you should complete the appeal form for that authority, which is available from the appropriate Local Authority, (LA).

Appeals are heard by a special committee called an Appeals Panel. It is independent of the school/academy and Local Authority (LA).

If you wish to obtain a copy of the Admission to Primary or Secondary School booklets, these can be obtained from the following address or downloaded from [www.rotherham.gov.uk/schools](http://www.rotherham.gov.uk/schools)

Access to Education - School Admissions

Children & Young People’s Services

Riverside House, (Wing 2C),

Main Street

Rotherham S60 1AE

Tel. 01709 823777

Further information and advice on independent appeals can be obtained from:-

The School Appeals Officer

Democratic Services

Riverside House

4<sup>th</sup> Floor

Main Street

Rotherham

S60 1AE

Tel. 822722

Email [SchoolAppeals@rotherham.gov.uk](mailto:SchoolAppeals@rotherham.gov.uk)

## WHO MAKES DECISIONS REGARDING SCHOOL ADMISSIONS?

The Local Authority (LA) is the Admissions Authority and makes decisions on school admissions for Community and Voluntary Controlled Schools in Rotherham. For Voluntary Aided Schools, (church schools) and Academies the Governing Body of the school is the Admissions Authority although Rotherham Metropolitan Borough Council facilitates the appeals for all of these schools/academies.

## ADMISSION APPEALS

If you receive a letter informing you that the Local Authority/Admission Authority has decided not to offer a place at your preferred school/academy to your child, the reasons for this should be made clear. You will need to think carefully about whether or not you wish to appeal against this decision. You will need to consider the following:-

- The Local Authority/Admission Authority's policy for admitting pupils and the specific reasons given for not admitting your child. The policy is published in the Admission to Primary & Secondary School booklets.
- Your reasons for wanting your child to attend your preferred school(s)/academy(ies) and the strength of your case.
- Alternative schools/academies where places remain available. You may wish to speak with the Admissions Team to establish the up-to-date position in respect of the availability of places at alternative schools/academies. Also, you may wish to visit these schools/academies or speak with the Head Teacher.

## HOW DO I MAKE AN APPEAL?

**Please note: If your appeal is related to the limits to Infant Class Sizes please read the notes below and refer to Appendix A later in this document which provides further details.**

The L.A., on behalf of the appropriate admission authority, issues the letter informing you of the decision and your right of appeal. Your notice of appeal must be in writing, and it should set out the reasons that you wish the Appeal Panel to consider. You should think carefully about the original reasons that you gave for wanting your child to attend the school/academy. The appeals panel will be given copies of the appeal form and any additional information you submit with the appeal form.

You should aim to set out as fully as possible the reasons for your appeal. You should send copies of any letters or documents, such as medical evidence, with your appeals form if you wish these to be considered at the hearing.

You will have 20 school days from the date of notification that your application was unsuccessful to prepare and lodge your written appeal.

No later than 10 school days before the hearing, the Appeal Clerk will provide you with written notification of the date of and arrangements for the hearing. The notification will include a deadline for the submission of any further evidence that was not sent with the initial appeal. Any information or evidence not submitted by the deadline might not be considered at the appeal. The Appeal Panel must decide whether any material not submitted by the specified deadline is to be considered, taking into account its significance and the effect of a possible need to adjourn the hearing.

You will be asked whether you intend to call any witnesses or be represented at the hearing. You may be represented or accompanied by a friend.

The admission authority will supply the Clerk to the Appeal Panel with all relevant documents including details of how the admission arrangements and the co-ordinated admissions scheme apply to your child's application, the reasons for the decision to refuse admission and an explanation as to how admission of an additional child would cause prejudice to the provision of efficient education or efficient use of resources at the school/academy.

Should any of the parties wish to raise matters or produce documents at the hearing which are not covered by the LA/Admission Authority's Statement of Case, the Notice of Appeal or Appeal Form and any attached correspondence, these should be submitted to the Clerk to the Appeal Panel in within the necessary timeframe prior to the hearing. If substantial new issues are raised for the first time at the hearing, an adjournment may be necessary to allow the other party to consider the issues. It is in everyone's interest that this should be avoided if at all possible. The Appeal Panel will not itself obtain evidence other than that provided by the parties themselves. Information can only be placed before the Appeal Panel if it reaches the Clerk in good time for the hearing and cannot be considered after the Appeal Panel has made its decision. Where parents have applied to have their child admitted to more than one school, they are entitled to appeal against any unsuccessful application.

## **LATE APPEALS**

We try to have appeals heard promptly but please understand that there may be many appeals to consider in respect of several schools/academies. If you submit your appeal form late, you may be disadvantaged because the appeal process has already begun or has been completed. If parents submit a late appeal and this is still accepted it should be heard at the same time as, or as soon as possible after, any other appeals for a particular school/academy. In fairness to other parents, late appeals or hearings will not be allowed to hold up decisions for the majority.

## **WHO WILL HEAR MY APPEAL?**

The Appeal Panel will be made up of 3 members who will be entirely independent of the LA and of your preferred school/academy. It is the duty of the Appeal Clerk to ensure that the hearing is fair and unbiased.

The appeal hearing will be held in private. Where a Panel is established by the LA or jointly by the LA with one or more school Governing Bodies, the Panel has the discretion to allow a member of the LA to attend the hearing as an observer, if the appeal concerns a Community or Voluntary Controlled School.

The Clerk to the Appeal Panel will be present to record evidence. The Appeal Clerk may give advice to the Panel or parents but takes no part in the decision-making process.

## **HOW DO I PREPARE FOR THE HEARING?**

You should normally be given at least 10 school days' notice of the date and time of the hearing. A reasonable time before the hearing, you should receive a written statement of the Local Authority/Admission Authority's case. The Clerk to the Appeal Panel will send you details of the date, time and place at which the hearing is to be held.

The Appeal Panel must give the parents/carers the opportunity of attending the hearing personally to make representations should he/she wish to do so. It is very important that you should try to attend the hearing no matter how nervous or uncertain you may feel. It helps the Appeal Panel to arrive at a decision if you are able to attend the hearing, either in person or remotely, to put forward the case for your child. If you are unable to attend the hearing, you should let the Clerk know in good time, in order that, if required and where practicable, an alternative date and time for the hearing may be arranged. The hearing may be held in your absence where you choose not to attend or when it is unable to reschedule, and your case will be heard on the basis of the written statements and other supporting documents and information you may have furnished. The Appeal Panel will then decide the appeal on the strength of your written case.

## **CAN I BRING SOMEONE TO THE APPEAL WITH ME?**

You may wish to have the help and support of someone at the hearing. The hearing is intended to be as informal as possible and whilst you may wish to be accompanied by a friend it is not usual for any party to have legal representation at the hearing. Should you wish to have a representative or friend accompanying you to the hearing, it is courtesy to let the Clerk to the Panel know beforehand. This will help all parties with their arrangements for the hearing.

If you require the help of an interpreter or require special access or other arrangements to be made, please notify the Clerk to the Panel, in good time, and he/she will endeavour to assist you. If you are unsure of anything, then you can always seek advice from the Clerk.

## **WITNESSES**

Parents are usually entitled to put their case as they would wish, but it is not normally necessary for witnesses to attend to give evidence. It is usual for witnesses to send a written statement to the Clerk setting out the details of their case. The Panel may allow witness evidence provided it is both relevant and non-repetitive. It is for the Panel to decide whether witnesses who have given evidence may remain for the remainder of the hearing.

## **TYPES OF APPEAL – GROUPED APPEALS AND INDIVIDUAL APPEALS**

There are two types of appeal, Grouped Appeals and Individual Appeals. For both types of appeal it is necessary to establish whether there are Key Stage One class size implications which may apply to schools/academies with pupils aged 5, 6 and 7 years old. For further details please refer to Appendix A.

### **GROUPED APPEALS**

Where a large number of parents appeal for places at the same school/academy, a grouped appeal may be arranged for all parents to attend Stage 1 at the same time and hear the Local Authority/Admission Authority's case. ***This will be held in person at the Town Hall (or other suitable location).***

**Stage 1** – A Presenting Officer from the Local Authority/Admission Authority will explain to all appellants why their application has been refused and why the school/academy cannot admit any more pupils. They may be accompanied by the Head Teacher or Senior representative from the school/academy. This explanation will be presented in front of the Panel and all parents who have appealed for a place for their child at the school/academy. All parents will have the opportunity to ask the Presenting Officer and the school/academy representative any questions about their case. This ensures that all parents hear the same information including any questions that are raised by parents in relation to the Local Authority/Admission Authority's case. **Individual circumstances are not considered at Stage 1.**

At the end of Stage 1, the Panel has to decide whether or not the Local Authority/Admission Authority has proved its case. If the Panel does not think the case has been proven the place is offered. Please see, "How does the Panel reach its decision" in this guide. If the Panel decides that the Local Authority/Admission Authority has made its case, then it moves to Stage 2 of the process.

If you are not able to attend the Stage 1 or Stage 2 of the Grouped Appeals, the hearings will go ahead in your absence. The outcome of the Stage 1 appeal hearing will be communicated to you at the Stage 2 individual appeals. The outcome will also be communicated in the decision letter.

At **Stage 2** you will be invited to a private and confidential meeting to present your own circumstances. Invitations will be issued for you to attend on a virtual basis via Microsoft Teams, unless you have requested a reasonable adjustment as to how your appeal is scheduled (either in person, via a telephone connection or with the requirement of an interpreter/British Sign Language (BSL)). The conduct of the hearing will be the same as that explained below. No further questions about the Local Authority/Admission Authority's case will be permitted at Stage 2.

You will be notified in advance if your appeal is to be considered as a Grouped Appeal. You will also be provided with an Order of Proceedings which will explain in more detail how the grouped part of the appeal will be conducted.

## **INDIVIDUAL APPEALS**

For an individual appeal you will be invited to a personal hearing for the two stages.

The hearing is formal. The Chair of the Panel is responsible for conducting the meeting and will explain to you the way in which the meeting will be managed. This is to ensure that all parties have the opportunity to speak and make their case in an orderly manner, without interruption.

To ensure fairness and transparency, the Clerk will manage all parties and ensure parents and Presenting Officer(s) from the Local Authority/Admission Authority enter and leave the hearing together.

In the event that you do not attend and have not contacted the Clerk prior to the hearing, the appeal will go ahead in your absence based on your written representations.

## HOW IS THE HEARING CONDUCTED?

The appeal hearing should be informal but will normally follow the following stages:

- Establish whether there are Key Stage One class size implications which may apply to schools/academies with pupils aged 5, 6 and 7 years old. See Appendix A.
- The Presenting Officer from the Local Authority/Admission Authority will present the case for the Local Authority/Admission Authority. They may be accompanied by the Head Teacher or Senior representative from the school/academy.
- You or your representative may question the Local Authority/Admission Authority representative about the details of their statement and/or seek clarification of the points made.
- Members of the Panel may question the Local Authority/Admission Authority representative about their statement.
- You or your representative will present your case.
- The Local Authority/Admission Authority representative may ask you questions.
- Members of the Panel may ask you questions.
- The Local Authority/Admission Authority representative will sum up their case.
- You, or your representative are given the opportunity to have the final word in summing up your case.

By following this order, both you and the Local Authority/Admission Authority representative have an equal opportunity to put a case. Members of the Panel may ask questions at any time to make sure they understand all the points made by both yourself and the Local Authority/Admission Authority representative.



## **WHAT SHOULD MY CASE CONTAIN?**

You should put your case clearly and concisely. You should emphasise all the points you consider to be relevant. It is for you to decide the facts of your case but your case might include reasons why the school may be particularly suitable for your child, such as:

- Religious reasons (in the case of aided schools/academies).
- Family circumstances.
- Medical reasons (wherever possible these should be supported with evidence such as doctors' letters and any other documentation or statements you consider necessary).
- Transport.
- Family friends and other links with the school/academy.
- Social reasons – with supporting evidence where possible.
- Your child's development
- Your nearness to the school/academy.

Please note that the Appeal Panel is only able to take account of the reasons you include in either your written or personal presentation.

The Department for Education (DfE) website offers advice to parents on a wide range of school related issues and has links to both the School Admissions Code of Practice and the School Admissions Appeals Code of Practice.

The website is [www.gov.uk/government/organisations/department-for-education](http://www.gov.uk/government/organisations/department-for-education)

The Advisory Centre for Education (ACE) is a national charity that provides free, independent advice on the admissions and appeals process and a range of education issues including bullying, exclusion, SEN and attendance. The ACE Adviceline is 0300 0115 142. For further information visit [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

## **WHAT IF MY CHILD HAS AN EDUCATION, HEALTH AND CARE PLAN?**

If your child has an Education, Health and Care Plan your right of appeal is through the First tier Tribunal (Special Educational Needs and Disability), not a School Admission Appeal Panel.

## **RESTRICTIONS ON APPEALS PANELS**

You should note that Appeals Panels cannot decide upon the wider aspects of local admission policies and practice, such as the admission arrangements used by the Local Authority/Admission Authority. Neither can they decide upon catchment areas. These are matters which the Local Authority/Admission Authority has the responsibility to determine.

## **WAITING LISTS**

Appeal panels must not take account of where the admission authority has placed a child on the waiting list, or of the fact that appeals have not been made in respect of other children on the waiting list. Appeal panels must not make any decision relating to the placement of a child on a waiting list.

## **WHAT DOES THE APPEAL PANEL CONSIDER?**

Appeal panels are required to take into account parental preference, the reasons for this preference and the application of the admission arrangements as published by the admission authority.

School admission authorities are under a duty to comply with the expressed wishes of parental preference except in the following statutory cases:

- Where to admit the child would prejudice the provision of efficient education or the efficient use of resources. (In Rotherham, the vast majority of school admission appeals relate to this category. There are special rules on prejudice in cases concerned with statutory limits on infant class sizes – see Appendix A).
- Where the child has been permanently excluded from two or more schools/academies. In these circumstances, there are no requirements to comply with parental preference for 2 years after the second permanent exclusion.

## **HOW DOES THE APPEAL PANEL REACH ITS DECISION?**

The Appeal Panel's decision-making follows a two-stage process. In cases where your application has been refused, the Local Authority/Admission Authority must be able to satisfy the panel that the application was refused because one of the sets of circumstances set out above was fulfilled. If, for example, your application has been refused because there would be prejudice to the provision of efficient education or the use of resources, the Panel must satisfy itself that prejudice exists. If this prejudice is found not to exist, then the appeal must be allowed at this stage. When the Panel agrees that prejudice would arise it must then go to the second, balancing stage of decision making. This is when the Panel, in considering the parents' case, balance that evidence against the degree of prejudice which they have found to exist and decide whether or not the case of the parent/carer is so strong that it outweighs the Local Authority/Admission Authority's case. Within this process, they will also consider whether the admission arrangements have been correctly applied according to the particular circumstances.

In a grouped appeal if the Panel decide to reject the Local Authority/Admission Authority's case that there would be prejudice to the school/academy it will determine the level of prejudice to the school/academy and admit a child or number of children accordingly. Those children that are not admitted at this stage will then be considered at the next stage where it will balance the arguments made by the parents/carers and the Local Authority/Admission Authority. If on balance the Panel feel that the degree of prejudice to the child of being refused a place is stronger than any detrimental impact on the school/academy, the Panel will offer your child a place.

Where a number of appeals for places at the same school/academy are being heard, decisions will not be made in individual cases until all the parents have had an opportunity to make their case, or an injustice could result.

Where a number of appeals are being heard in relation to the same school/academy, these will normally be heard by the same Appeal Panel.

There are limited exceptions to this decision-making process in the case of infant class sizes (See Appendix A for the decision making process in these circumstances).

## **WHAT WILL HAPPEN AFTER THE HEARING?**

You will be notified in writing of the Panel's decision within five school days of the date of the hearing, wherever possible. The decision letter will let you know the reasons given by the Panel for their decision. You do not have the right to see the notes of the hearing.

## **WHAT HAPPENS IF I DO NOT AGREE WITH THE DECISION?**

Both you and the Local Authority/Admission Authority of the school/academy must accept the decision of the Appeal Panel. The decision of the Appeal Panel is binding on all parties. There is no further right of appeal.

If you feel however that the panel was not properly constituted, you may make a complaint to the Secretary of State for Education and request that action be taken. The Secretary of State will consider your case but **cannot** hear appeals or review Appeals Panel decisions.

If you have a complaint about the administration of the hearing and think that the procedures have not been correctly followed, then you can contact the Local Government and Social Care Ombudsman. He/she can investigate your complaint where it is alleged that maladministration has taken place. For advice on making a complaint, or to make a complaint over the telephone, please call the LGO Advice Line on 0300 061 0614 or visit the website at [www.lgo.org.uk](http://www.lgo.org.uk).

There are three Local Government and Social Care Ombudsmen in England. Each of them deals with complaints from different parts of the country, but all new complaints will go to the LGO Advice Team (see above). Make your complaint online or by email or telephone, or send it to:

### **The Local Government and Social Care Ombudsman**

PO Box 4771  
Coventry  
CV4 0EH

Complaints about maladministration on the part of an appeal panel for an Academy, or that an Academy Trust has failed to comply with the Appeals Code in setting up a panel, are investigated by the agency appointed to investigate complaints about Academies on behalf of the Secretary of State. The agency to contact is the Education and Skills Funding Agency via completing a form on their website

<https://www.gov.uk/schools-admissions/complain-about-the-appeals-process>

or by telephone on 0370 0002288.

## **REPEAT APPLICATIONS**

Appellants do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

Appellants may apply for a place in the same school in respect of a later academic year and have a further right of appeal if that application is unsuccessful.

## ADDITIONAL INFORMATION

The information contained in this guide is drawn from the statutory provisions on admissions contained in the School Standards and Framework Act, 1998, as amended by the Education & Inspections Act, 2006, the Education & Skills Act, 2008 and supporting Codes of Practice issued by the Secretary of State. Separate Codes of Practice have been issued by the Department for Education on School Admissions and School Admission Appeals.

For further information please contact:

1 The Local Authority (LA) Access to Education Team  
Rotherham Metropolitan Borough Council  
Children and Young People's Services  
Riverside House (Wing 2C)  
Main Street  
Rotherham S60 1AE

2 The Diocese of Sheffield Education Department (Church of England Schools)  
Diocesan Church House  
95/99 Effingham Street  
Rotherham S65 1LB  
Tel: 01709 309100  
email: [reception@sheffield.anglican.org](mailto:reception@sheffield.anglican.org)

3 The Diocese of Hallam Schools Department (Roman Catholic Schools)  
St Charles Street  
Sheffield S9 3WU  
Tel: 0114 256 6440  
email: [schools@hallam-diocese.com](mailto:schools@hallam-diocese.com)

4 The Department for Education  
Sanctuary Buildings  
Great Smith Street  
Westminster  
London SW1P 3BT  
Tel.0370 000 2288

## **APPENDIX A**

### **Limits to Infant Class Sizes**

#### **Statutory matters to be taken into account by the Appeal Panel**

Limits on class sizes imposed by law mean that, subject to certain limited exceptions, infant classes in Reception/Foundation Stage 2, Year 1 and Year 2, (where the majority of children will reach the age of 5, 6 or 7 during the school year) may not contain more than 30 pupils with a single teacher. Because of this legal requirement, admissions authorities will not be able to admit a child to an infant class if to do so would result in a class size of above 30 pupils.

The scope for Admissions Appeal Panels to uphold an appeal against non-admission has been limited where the admissions authority has refused admission on class size prejudice grounds. For this type of appeal, the two-stage decision making process set out elsewhere in this document **will not apply**. The appeal is simply a 'review' of the admission process and the Panel will only be able to uphold an admission appeal if:

- a) the admission of an additional child/children would not breach the infant class size limit
- b) the admission arrangements did not comply with admissions law or were not correctly and impartially applied, and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied.
- c) The decision that class size prejudice would arise was not one which a reasonable admission authority would have made in the circumstances of the case.

**Unless a parent/carer can successfully prove any of the above points, the appeal will fail. You are therefore urged to bear this information in mind if a place at a school/academy has been refused because of infant class size legislation.**

## **APPENDIX B      Co-ordinated Admission Arrangements**

The Local Authority in Rotherham co-ordinates admission arrangements for the relevant admission years, as far as is possible, with all other admission authorities, particularly those in South Yorkshire, (Barnsley, Doncaster and Sheffield), Derbyshire and Nottinghamshire.

The co-ordinated schemes for admission to primary and secondary schools are designed to enable you to apply for any three schools in Rotherham, and/or outside Rotherham, including voluntary aided schools and Academies, and to receive a single offer of a school place where your child is eligible.

The appropriate admission authority will determine whether or not there is a place for your child at each of the schools you have stated on the Common Application Form. For non-community schools (church voluntary aided or Academies) it is the Governing Bodies who are the admission authority and they make decisions on eligibility for potential offers. The L.A., on behalf of the appropriate admission authority, issues the letter informing you of the decision and your right of appeal.

### **Reception/Foundation Stage 2 and Year 3 (at a separate Junior School)**

The Local Authority in Rotherham co-ordinates admission arrangements with all other admissions authorities for admissions to Reception/Foundation Stage 2 and Year 3 (at a separate Junior School/Junior Academy). It will mean that every parent of a child resident in Rotherham who has applied for a school place, including the voluntary aided schools and academies will receive a single offer of a primary school place on the same day from the Authority.

The appropriate admission authority will determine whether or not there is a place for your child at each of the schools you have stated on the Common Application Form. For church voluntary aided and academies it is the Governing Bodies who are the admission authority and they make decisions on eligibility for potential offers. Again, the L.A., on behalf of the appropriate admission authority, issues the letter informing you of the decision and your right of appeal.

### **Information on Appeals regarding Co-ordinated Admissions**

A full copy of the Co-ordinated Schemes for the Admission Arrangements for Primary and Secondary Schools and the Admission to Primary and Secondary School booklets are available upon request from the Admissions Team on 823777. They are also available from [www.rotherham.gov.uk/school-admissions-3/school-admissions-determination-2024-2025/3](http://www.rotherham.gov.uk/school-admissions-3/school-admissions-determination-2024-2025/3)

If you have not been offered a place for your child at a school/academy for which you have expressed a preference you have the right of appeal to an independent appeal panel.

### **The reasons for not offering a place at the school(s)/academy(ies) for which you have expressed a preference will be one of the following:**

**Reason 1** the number of applications exceeded the admission number for the school/academy. This means the number of applications received for this school/academy was higher than the number of places available in the relevant year group.

For secondary schools/academies the relevant year group is Year 7. For primary schools/academies the relevant year group is Reception/Foundation Stage 2 and for separate Junior Schools/Junior Academies the relevant year group is Year 3.

The admission criteria were applied and your application for your child was refused, because to admit any further children above that number would prejudice the provision of efficient education or the efficient use of resources. There is another factor to take into account in terms of admissions and this relates to limits to

Infant Class Sizes. Limits on class sizes imposed by law mean that subject to certain limited exceptions, infant classes in Foundation Stage 2/Reception Year 1 and Year 2 (5, 6 and 7 year olds) may not contain more than 30 pupils with a single teacher. See Appendix A for further details.

**Or:**

**Reason 2** you were offered a place for your child at another school/academy under the co-ordinated scheme. This means you were not offered a place for your child at this school/academy because you were offered a place at a higher ranked school/academy in accordance with the Authority's Co-ordinated Scheme for Admission to School.

**Or:**

**Reason 3** you may also wish to appeal against the school/academy allocated if your child was not eligible for a place at your preferred school(s)/academy(ies).

**Please note**

If you intend to appeal for a place at a school/academy ranked lower than the one for which you have received an offer for your child, please check with the Admissions Team before you decide to submit an appeal because there could still be places available at that school/academy. This means you could be offered a place for your child at the school/academy and therefore, would not have to submit an appeal.

**Notes for Completing your Appeal Form**

All supporting medical and other evidence **MUST** be attached to the form and be submitted to the Appeal Clerk. Without appropriate documentary evidence to support such reasons for attendance at the preferred school/academy being essential, it will be difficult for these to be taken into account by the Appeal Panel.

This form must be completed and returned within 20 school days from the date of notification that the application was unsuccessful.

**General Data Protection Regulations (GDPR)**

Any information you provide will only be processed and shared for the purposes of determining your appeal and in accordance with the General Data Protection Regulations and the current School Admissions and Appeal Codes of Practice. If you have any concerns about what sort of information may be shared about your child, please contact the School Appeals Officer.

A separate Notice of Appeal Form must be completed for each school/academy you intend to appeal for.

You may complete the online Appeal Form at [www.rotherham.gov.uk/school-admissions-3/school-admission-appeals](http://www.rotherham.gov.uk/school-admissions-3/school-admission-appeals). Alternatively, you may wish to complete the Appeal Form at the back of this booklet.

Please ensure that you give reasons for your appeal and sign the declaration on the form.

This completed Appeal Form should be emailed to [SchoolAppeals@rotherham.gov.uk](mailto:SchoolAppeals@rotherham.gov.uk) or posted to:

The School Appeals Officer, Democratic Services, Riverside House, 4<sup>th</sup> Floor, Main Street, Rotherham S60 1AE.

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**ROTHERHAM METROPOLITAN BOROUGH  
COUNCIL**

<b>NOTICE OF APPEAL FOR ADMISSION TO SCHOOL</b>
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If parents/carers wish to appeal against the decision of the Local Authority in the case of Community and Controlled schools and the Governing Body in the case of Voluntary Aided Schools and Academies they must do so in writing. Parents/carers wishing to exercise this right may use this form. **The reasons why a place at the school is preferred should be provided on page 3 of this form.**

**Child's details:**

Name of Child (in whose name the appeal is made)	
Date of Birth	
Current School Year	
School Year being Applied for	
Your Child's Address	
Postcode	
Has the address of the child changed since the completion of the Common Application Form?	Yes/No
If your child's main address is set to change, please provide the details of the new address including date of the move	

**Please note: If the address has changed since you completed the Common Application Form you will need to provide proof of the new address.**

**School details:**

Please confirm the date you received notification that your application was unsuccessful	
Current School/Academy or Nursery/Pre-School Provider	
Allocated School/Academy	
Preferred School/Academy	

**The Appeal Hearing (normally held virtually via Microsoft Teams):**

Do you wish to receive your appeal information via Email?	Yes/No	
<b>If you require a reasonable adjustment as to how your appeal is scheduled – please indicate:-</b>	In Person at the Town Hall	
	Access via the Telephone	
	Interpreter or BSL Please State Language Required	<b>Yes/No</b> .....

**Declaration**

**Parent:**

- I declare that all the information I have given on this form is correct and true and constitutes the reasons for this appeal.
- I declare that I have parental responsibility for the child named on this form and wish to appeal against the decision of the Admissions Authority not to allocate a place at the preferred school/academy for my child.
- I declare that all other persons with parental responsibility have been contacted and have agreed to this appeal being submitted.
- I declare that to the best of my knowledge, there are no applications before the Courts by a person with or seeking parental responsibility disputing the child's residence or which school they attend.
- I declare that I have read and understood the information relating to GDPR and data sharing.

**Carer / other:**

- I declare that all the information I have given on this form is correct and true and constitutes the reasons for this appeal.
- I declare that I have permission from the person with parental responsibility for the child named on this form and wish to appeal against the decision of the Admissions Authority not to allocate a place at the preferred school / academy for the child.
- I declare that all other persons with parental responsibility have been contacted and have agreed to this appeal being submitted.
- I declare that to the best of my knowledge, there are no applications before the Courts by a person with or seeking parental responsibility disputing the child's residence or which school they attend.
- I declare that I have read and understood the information relating to GDPR and data sharing

**Parent/Carers Details:**

Name	
Relationship to child	
Your address (if different from the child's)	
Telephone number	
Email address	
Signed	
Date	

**PLEASE GIVE YOUR REASONS FOR THIS APPEAL WITH SUPPORTING INFORMATION. BELOW.**

(Continue on a separate sheet if necessary)

Parent(s)/Carer(s) have 20 school days from the date of notification that your application was unsuccessful to prepare and lodge your written appeal.

**This completed Appeal Form should be emailed to [SchoolAppeals@rotherham.gov.uk](mailto:SchoolAppeals@rotherham.gov.uk) or posted to: The School Appeals Officer, Democratic Services, Riverside House, 4<sup>th</sup> Floor, Main Street, Rotherham S60 1AE.**