



HILLINGDON
LONDON

SCHOOL ADMISSION APPEALS GUIDANCE FOR PARENTS

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Introduction

Making decisions about your child's education can be a worrying time. Not getting a place for your child at the school which is not your preferred school can leave you feeling uncertain about what you should do next.

The purpose of this booklet is to explain to you the rights you have on the admission of your children to schools. You should however seek your own independent advice regarding the particular circumstances of your case.

It also explains the procedure for school admission appeal hearings. This procedure is followed by all the community schools, voluntary-aided (religious) schools, foundation schools and academies in the London Borough of Hillingdon. **See 'Definitions' on page 12**

The "School Admissions Brochure" would have been made available for those children starting primary school for the first time and for those children transferring from primary to secondary school and explains the procedures for applying. This brochure is available to view and download on our website [Schools placements and admissions - Hillingdon Council](#)

If you have not been able to get a place for your child at a preferred school

You have the right to say which school you would prefer your child to go to, but this does not mean that you have the right to have your child admitted to that school.

The organisation responsible for making decisions about whether your child can have a place at a school is called the admissions authority.

If the school you are applying for is a community school, the admissions authority is the local authority (LA). There are a number of community primary schools in Hillingdon. There are no community secondary schools in Hillingdon.

If the school is voluntary-aided (religious), foundation or an academy (including free schools, studio schools and university technical colleges), the admissions authority is the governing body of the school.

The LA co-ordinates admissions from Reception to Year 11. However, each admissions authority decides whether they can offer a place in the school in accordance with their published admission criteria. Non-community schools arrange their own admissions for applications received outside the normal admissions rounds (i.e. in-year applications)

If you have not been offered a place for your child at your preferred school(s) then you have the right to appeal under the School Standards & Framework Act 1998. Appeals can be lodged against the refusal of a place at any of the schools for which you have applied.

Action you can take

The action you can take depends on the sector of education you are applying for.

Nursery

Nursery places for children are not statutory, so you have no right to appeal against a decision. If your child has not been given a place at the nursery you would have preferred, you should contact the nursery and ask how places have been decided.

If you think you have not been fairly treated, you should firstly write to the Head teacher and if not satisfied you may write to the governing body of the school. In your letter, explain why you think the decision is unfair and ask if the decision can be looked at again.

Primary (including Infant and Junior) and Secondary

If you have not been successful in getting a place for your child in your preferred school, you should be told this in writing or by e-mail.

- Your home LA will write to you on behalf of the admissions authority for your preferred school(s) (except for In-Year admissions where the admissions authority is not the LA - in these cases you will be contacted directly by the school).

If you have been notified that you did not get a place at one of the schools for which you expressed a preference, you then have the right to appeal against this decision, as described below.

School Sixth Form Appeals

If you have not been successful in getting a place for your child at your preferred school, you should be told this in writing direct from the school concerned giving the reasons why the place has been refused. An appeal for a sixth form place can be made by a parent or a child to the schools' directly.

How to appeal for a school place

You must make your appeal in writing:

- For community primary schools within Hillingdon you can use the London Borough of Hillingdon's appeal form. This is available on request by calling 01895 556644 or by e-mailing admissions@hillingdon.gov.uk.

- In all other cases, including out of borough schools, you can write a letter to the school or the local authority in which the school is located, and request their form, as appropriate.

Your appeal should be received no later than either the published deadline date or the date mentioned in the letter that tells you about the decision. Appeals should be received by the due date. If you fail to make your appeal by the deadline, the appeal may not, in some instances, be heard before your child starts school.

Details to be included in your appeal

Think about the reasons given by the admissions authority for not allocating your child a place. Also read the section entitled '**The Basis for the Decision**' and try to ensure that your case addresses the grounds on which the panel could uphold your appeal. Then:

- explain why you are not satisfied with the decision;
- say why you think your child should have been given a place;
- if you think that the governors or LA have overlooked something, tell them about this;
- if your circumstances have changed since you originally applied and the governors or LA are not aware of this, include details and, if appropriate, evidence of this; and
- any medical evidence if appropriate.

Where to send your appeal

If you are appealing against a decision for a community primary school, you should send your appeal to the Clerk to the Appeals Panel, Democratic Services - See '**Useful contacts**' on page 13

If you are appealing against a decision for a secondary school or a voluntary-aided (religious), academy or foundation primary school, you should send your appeal to the governing body of that school.

What happens next?

When your appeal is directed to a school, they will inform you of their procedure.

When your appeal is received by Democratic Services on behalf of the LA they will:

- write to you and confirm receipt of your appeal within 7 days; and
- write to you again with at least 10 days' notice of the date, time, venue and details of the LA's case and copies of your own correspondence with regard to your hearing.

Appeals can be heard in person or virtually. For appeals taking place face to face, these will be held at the London Borough of Hillingdon, Civic Centre in Uxbridge. Appeals are timetabled and every effort is made to keep to your appointed time. Please be aware however that there is, occasionally, some delay if previous appeals have taken longer than expected.

Section 2.11 of the School Admissions Appeal Code 2022 states the following:

2.11 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"¹¹). 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.

*11 A hybrid hearing is one in which some of the people involved attend in person and some join remotely (by video or telephone conference).

Who sits on the Appeals Panel?

In all cases the admissions authority is responsible for setting up an Appeals Panel. The Appeals Panel will have at least three members who must be independent of the admissions authority and have taken no part in making the original decision on a place for your child.

There will be at least one **'lay member'**, who will be 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). There will also be at least one **'person with experience in education'**, who is acquainted with educational conditions in Hillingdon, or who is a parent of a pupil registered at a school in the Borough (other than the school for which you are appealing). Other members of the panel will be either **'lay members'** or **'people with experience in education'**.

If you think that any member of the panel hearing your appeal is biased (an example would be where you know a person on the panel), you should tell the clerk at the start of the hearing.

Attendance at the appeal hearing

Your appeal can be heard without you being there. However, we strongly recommend that you should go if you can. You will probably find the thought of going to a hearing a daunting one. Although it is a legal procedure, the appeal panel will try to make the hearing as informal as possible. You can bring a friend with you, or someone who can speak on your behalf, such as an interpreter or signer. You can be legally represented if you so wish.

If you do not attend and do not request an alternative date or time, then the Panel will hear your appeal in your absence, taking into account any written material you have submitted.

Who else will go the appeal hearing?

As well as yourself and anyone you decide to take with you, there will be:

- The independent appeals panel (at least 3 members) to decide the case;
- The Clerk to the hearing to give legal advice to the panel, to make sure the correct procedure is followed and to record the decision of the hearing; and
- The person presenting the admission authority's case.
- Witnesses called by you or the admission authority.

Sometimes there is also an observer. This may be someone training to be a panel member, presenting officer, or a clerk.

Procedure at appeal hearing

The Clerk will introduce himself or herself to you and the person representing the admissions authority, before the hearing starts. You will be taken in and asked to take a seat.

The Chair of the Appeals Panel will introduce himself or herself and the panel members.

The Chair will then explain the procedure to you. This is likely to be the following:

- Welcome and introduction (Chair)
- Explanation of how the hearing will be conducted (the procedure) (Chair)
- Admissions Authority case
- Questions from parent

- Questions from members of the panel
- Parent's case
- Questions from Admissions Authority representative
- Questions from members of the panel
- Summing up by Admissions Authority
- Summing up by parent
- The clerk will tell you what you should do next and when you can expect to receive a decision.

The basis for the decision

Infant Year Groups (Reception, Years 1 & 2): The 30 class size rule

You need to be aware that there are statutory limits in force for infant class sizes (reception, Years 1 and 2) and that, subject to certain very limited exceptions, these statutory limits mean that no infant class containing 5, 6 and 7 year olds may contain more than 30 pupils with a single qualified teacher. This is known as “the thirty class size rule”. After considering all the representations made to them at the Hearing, the Panel will decide:

- Whether the Thirty Limit/Infant Class Size Limit would be breached by the admission of an additional child/children.

Where a panel decides that the Thirty limit would be breached by the admission of an additional child, it can only uphold your appeal and offer a place to your child where it believes that:

- The admission arrangements did not comply with admissions law, or were not correctly applied **and** that without any such fault your child would have been offered a place.
- The decision of the admission authority was perverse in the light of the admission arrangements.

If, after having given careful consideration to all the information at its disposal, the Panel is satisfied that the admission arrangements, were legal, have been properly implemented in your case and that the admission authority has acted reasonably in the circumstances of the case, the Panel has no option but to dismiss your appeal. If there are multiple appeals for a

place at any one school, which the panel feels ought to be upheld, the procedure outlined below will be followed.

Junior Year Groups (Years 3, 4, 5, 6) and Secondary Year Groups (Years 7, 8, 9, 10, 11)

The procedure for older children is different. In making its decision the Appeals Panel will need to be satisfied that:

- a) the admission arrangements were correctly applied to your child and
- b) The admissions authority has proven that further admissions to the school concerned would prejudice the provision of efficient education or the efficient use of resources.

If the Appeals Panel is not satisfied with the admissions authority's case, they will allow your Appeal, unless there are multiple appeals for the school, in which case the procedure outlined below will be followed.

If the Appeals Panel are satisfied that the admissions authority have proved their case, they will proceed to consider the parents' case as to the reasons, including any domestic, medical, religious or philosophical reasons, for wanting a place at the particular school for which they have expressed a preference.

If the Appeals Panel considers that the parents' reasons are sufficient to outweigh the prejudice to the provision of efficient education or efficient use of resources, the Appeal will be allowed. If the Appeals Panel considers that the parents' reasons are not sufficient, the Appeal will not be allowed. If there are multiple appeals for a place at any one school, which the panel feels ought to be upheld, the procedure outlined below will be followed. This procedure is adopted so that parents whose appeals are heard later rather than sooner do not feel that their case has been prejudiced by appeals already heard.

Multiple Appeals

When hearing a number of appeals for the same school the Appeals Panel will reach a decision after hearing all the Appeals relating to that particular school. They will look at all of the cases which they feel ought to be upheld and decide whether the school could accommodate all of them without prejudicing the provision of efficient education or the efficient use of resources. If they decide that the school cannot accommodate all the appeals they wish to uphold, they will compare the cases and decide which of them to uphold. This procedure is adopted so that parents whose appeals are heard later rather than sooner do not feel that their case has been prejudiced by appeals already heard.

What happens after the appeal?

The Appeals Panel's decision is notified to parents and to the admissions authority in writing as soon as possible. In order to avoid parents having to wait until they have received the written decision, the Clerk will normally telephone you on the same day to let you know the outcome. If you have been unsuccessful, the letter will explain why the Appeals Panel did not give your child a place at the school.

If your appeal is unsuccessful

The admissions authority will only look at one appeal for a school in an academic year, unless there has been a significant change in circumstances. If there has been no significant change in circumstances, the admissions authority does not have to look at your application again, so you have no right of appeal.

Further action you can take

The Appeals Panel's decision is binding therefore there is no further right of appeal in order to overturn the panels decision. However, you can make a complaint about the way that it was carried out if you believe it did not follow the correct process. There are other possible courses of action available, which parents may wish to consider as appropriate:

- **Review by Ombudsman for community primary school or a voluntary-aided (religious) school or foundation school:** In some cases, parents might chose to escalate the matter to an ombudsman. This can be done if you believe the schools/local authority's decision was unjust or if there were significant flaws in the appeals process such as maladministration. To make a complaint please submit a form online via [School admissions: Complain about the appeals process](#)
- **Department for Education for Academy Schools:** Parents can escalate their concerns to the Department for Education if they believe there has been maladministration in their appeal hearing. The Department for Education handles complaints related to education matters, including issues with school admissions and appeal processes. To make a complaint please submit a form online via [School admissions: Complain about the appeals process](#)
- **Applying to alternative schools:** If it is feasible parents may wish to consider applying to other schools with available space, even if those werent initially their preferred choices. You can discuss your options for alternative schools with the School Placement and Admissions Team.

- **Legal Advice:** Parents could seek legal advice to determine if there are grounds for a judicial review of the appeal decision. This involves a court assessing whether the appeal process was conducted fairly and lawfully.

Helpful hints for parents

If you have any questions about the appeal process in respect of Hillingdon's Community Primary Schools, please contact the administration officer in Democratic Services.

If you have any questions about the appeal process with regard to Academies, Foundation, Voluntary Aided Schools and schools not in Hillingdon, contact the **school** concerned.

If there is anything about the admissions procedure that you do not understand, contact the School Placement and Admissions team. The officer will try to answer your question or advise you of the best person to speak to. See '**Useful contacts**' on page 13

Think carefully, before the hearing, about the details you want to present to the panel.

Make a list of the points you want to raise, and take it with you.

If you are taking a friend or representative with you, decide beforehand who is going to say what.

Take your time and mention everything you think may be relevant.

Do not be afraid to ask questions or challenge what is being said.

You get the opportunity to sum up at the end. Use this to get across your main points.

Try not to worry.

Definitions

Sponsored Academies are established by sponsors from business, faith or voluntary groups working in highly innovative partnerships with central Government and local education partners. Sponsors and the Department for Education (DfE) provide the capital costs for the Academy. Running costs are met in full by the DfE. **The governing body is the admissions authority.**

Converter Academies are former maintained schools that have been voluntarily converted to academy status. **The governing body is the admissions authority.**

Voluntary Aided Schools are maintained by the LA, with a foundation (generally religious) that appoints most of the governing body. **The governing body is the admissions authority.**

Foundation Schools are maintained by the LA but have more freedom than community schools to manage their school and decide on their own admissions. **The governing body is the admissions authority.**

Free Schools (including Studio Schools and University Technical Colleges) are academies established via the government's Free School programme. **The governing body is the admissions authority.**

Community Schools are wholly owned and maintained by the LA. Local authorities are normally the admission authorities for community schools unless the local authority has delegated the admission functions to the governing body of the school. **In Hillingdon the LA is the admissions authority.**

Key Stages - A child's progress through school is measured in Key Stages. Each Key Stage covers a number of school years, starting at Key Stage 1 and finishing at Key Stage 4.

- Key Stage 1 Infant School (3-7 years).
- Key Stage 2 Junior School (7-11 years).
- Key Stage 3 Lower Secondary School (11-14 years).
- Key Stage 4 Upper Secondary School (14-16 years).

Local Authority (LA) - The term 'local authority' (or LA) describes a type of Council that has responsibility for providing education to pupils of school age in its area. Their overall education remit can include early years, the youth service and adult education.

Useful Contacts

Address: London Borough of Hillingdon
 School Placement and Admissions team
 Civic Centre
 Uxbridge
 Middlesex UB8 1UW

Telephone: 01895 556644
 Email: admissions@hillington.gov.uk

Address: London Borough of Hillingdon
 Independent Appeals Panel Administrator
Democratic Services, 3E/05
 Civic Centre
 Uxbridge
 Middlesex UB8 1UW

Email: educationappeals@hillington.gov.uk

Address: **Local Government Ombudsman**
 PO Box 4771
 Coventry
 CV4 0EH

Telephone: 0300 061 0614
 Email: advice@lgo.org.uk

Address: **Department for Education helpline**
 10 Great Smith Street
 London
 SW1P 3BT

Telephone: 0370 000 2288
 Monday to Friday, 9:30am to 5pm
[School admissions: GOV.UK](https://www.gov.uk/school-admissions)

Useful websites: [Schools placements and admissions - Hillingdon Council](https://www.schoolsplacementsandadmissions-hillingdon-council.org.uk)
www.ace-ed.org.uk
www.education.gov.uk
www.childrenslegalcentre.com