

# Admissions Appeal Factsheet

## - How to make an admissions appeal.

Please note: 'child' = 'child or young person'



An admissions appeal is your chance to explain to the Independent Admissions Appeal Panel the reasons why your child needs to be admitted to your preferred school. If your reasons for your child to be admitted outweigh the school's reasons for not admitting any more children at all, your appeal will be upheld.

### Evidence

Initially you should start by making notes as to why you feel your child should have been granted a place at your preferred school and a list of anyone that can provide you with evidence in writing to support your case or is able to appear in person at an appeal hearing. If there is a medical need requiring attendance at a specific school, these are formally called 'reasons which are exceptional and compelling'. **State if your child a "looked after" or "previously looked after" child as this is another factor taken into consideration.**

Any independent-evidence should be from a qualified professional (such as a medical consultant or a psychologist) and must explain clearly why it is essential for your child to attend the school of your preference. It must detail fully the child's needs and address the reason why these needs can only be met at your preferred school.

Letters from parents alone are not sufficient, nor are letters that do not address the question of which school the child must attend. Letters from teachers at the child's current school will not normally be considered.

The Panel is only allowed to make a decision based on the evidence it has seen in the paperwork or heard on the day. So, any supporting letters – such as a doctor's or consultant's letter confirming a medical diagnosis, or a copy of a legal document proving that you live where you say you do – must be lodged in advance. If you only bring them on the day, the Panel can refuse to consider them.

**N.B. The law imposes a limit of 30 children in an infant class (that is, classes containing reception, year 1 and year 2 children) with very limited exceptions.**

### Setting Out Your Case

It may be helpful to separate your appeal case into three sections:

1. **A description of your child and why they would be well-suited to this school** – Have they been bullied in the past? Do they have a special educational need (SEN) or a medical need? Are their friends at this school? Do they have siblings or relatives already at the school who could help support them? Do they need a place where they can make a fresh start?
2. **Why your child needs to go to this school in particular** – Is it a single-sex school that would help your child to feel less self-conscious? Do they specialise in working with your child's SEN? Do they excel in an academic area that your child has a real aptitude for (languages, music, maths, etc.)? Does your child have mobility problems and need a school all on one level or without many stairs to



encourage/maintain independence.

3. **Why it would be detrimental for your child to go to the school that they have been offered** - Don't say negative things about the school's performance, but rather focus on social and practical aspects such as distance from home (is your child is wary of using public transport), support arrangements, or general size (too overwhelming/intimidating for a child who has sensory issues).

### Questions to Help You Consider Your Key Points

- Does your child feel in danger, which going to this school would remove? Can you describe an example of when this happened? (If bullying is fundamental to your case and supported by impartial evidence, provide this.)
- Is your child's health at risk (physically or mentally) if they must attend the school offered? Is there a medical reason why your child needs to attend your preference of school?
- Have you had to take your child to your GP about their health/mental wellbeing? If so, provide any written medical evidence in support of your appeal.
- What support does your child receive from friends and family? How would this be affected, depending on which school he or she attends?
- What has your child said about the appeal? Is he or she not sleeping? Not eating? Refusing to go to school? Behaving out of character in any other way? (Could your child write down their own views, or could you help them to do so?)
- How do you know that only this school can meet your child's needs? Make it clear when appealing. Is physically getting to the school that's been offered an issue? Explain why.
- Do you feel your child's special educational needs can be met more appropriately at your choice of school? If so, explain what that school can offer which the school that has been offered, cannot.

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### Further Information:

Advice from West Sussex County Council

[make-an-admissions-appeal/](#)

Advice from the Department of Education. [advice-for-parents-and-guardians-on-school-admission-appeals](#)

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### Service Statement

The role of the SENDIAS service is to ensure all parents, children and young people have access to impartial information, advice and support so they can make informed decisions related to their situation. Any information that is shared with the service is in confidence unless permission has been obtained to share this with any individuals, services and agencies that may be able to help in the circumstances. For more detail, view our [policies and privacy notice](#) on our website.

**How to contact us:** Tel: 0330 222 8555 / Email: [send.ias@westsussex.gov.uk](mailto:send.ias@westsussex.gov.uk) or [cyp.sendias@westsussex.gov.uk](mailto:cyp.sendias@westsussex.gov.uk) (up to age 25) / Website: [www.westsussexsendias.org](http://www.westsussexsendias.org)

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