

## Deciding whether to lodge an appeal

**We suggest that you read all this information and the ‘hearing information’ page to understand your legal rights and how appeal proceedings work. This will help you decide whether or not you wish to lodge an appeal.**

### General information

Your appeal must be made in writing and must explain the reasons why you are lodging an appeal.

If you attempt to lodge an appeal without giving your grounds, you will not be able to proceed with your appeal, as you will not have lodged your appeal correctly.

Submissions where it is stated that grounds are ‘to follow’ will be rejected.

The School Admission Appeals Code requires that reasons for lodging your appeal are clearly stated at time of submission.

You can appeal for a place for your child at more than one school, provided you have been refused a place at each school. You will need to submit a separate appeal for each school.

There is specific legislation around infant class sizes may affect your appeal.

**We strongly recommend that you accept the place your child is offered even if you choose to appeal.** You will still be able to appeal, or affect your child’s position on a waiting list, and it will guarantee that your child has a school place if no places become available at your preferred school.

If you have not already done so, we recommend visiting the offered school or other schools in the area with available places – do not just take the word of others when forming your opinion.

You should also consider ensuring your child is on the waiting list for your preferred school and any other schools that you may wish to add your child to the list for.

Waiting lists are not on a first come, first served basis. They are based on the school’s admissions criteria. This means a child’s place on a list can go up or down if other children join or leave the list.

It’s sometimes possible to change your child’s allocated school, provided that the alternative school still has vacancies.

Please contact the Local Authority’s School Admissions Team to discuss how to do this. They can also help you with regards to waiting lists for other schools in the area, too.

Government advice for parents in relation to schools admissions appeals can be found online [here](#).

### **Reasons why your child did not get a place at your preferred school**

We appreciate it is disappointing if you are not offered a place at the school you prefer. Parents have a right to express a preference for the school they would like their child to attend. The admission authority must offer a place at the school unless there is a legal reason for refusing a place. However, while parents have a right of preference, they do not have a right of choice.

The most common reason that a school does not offer a place is that the school received more applications than places available, and other children had a higher priority for a place at the school when the school's admission policy was applied.

For in-year applications, a place may be refused because the school is at its published admission number.

The school will not want to admit more pupils than they have spaces available, as this will affect resources and the education of other children at the school.

### **Appeals for children with Special Educational Needs**

If your child has an Education Health and Care Plan (EHCP) and your application is not successful, there is a different appeal process. You should contact your SEND Case Officer at the Local Authority. If your child is currently being assessed for Special Educational Needs or an EHCP, you can lodge an appeal up until the point the EHCP is issued to your child.

### **Previous appeals at your preferred school**

Previous decisions on school admission appeals do not set precedents, so no one can predict whether your appeal will be successful or not.

In addition, school admission appeals are confidential, so you cannot ask to see copies of previous appeals or know why other appeals were successful.

Your appeal will be considered on your own individual circumstances.

### **Withdrawing your appeal**

If you no longer wish to go ahead with your appeal, you'll need to withdraw. You can do this by emailing this address: [appeals@coastalpartnership.co.uk](mailto:appeals@coastalpartnership.co.uk)

### **Appealing more than once**

Schools do not normally consider a second or subsequent appeal in the same academic year unless you can prove that there has been a significant and material change in your circumstances.

All requests linked to a change in circumstances should be sent to CLP's admissions team, as it is the admission authority's decision on whether they accept a second application.

Such a change could include:

- where a sibling link has been created at the preferred school that was not there at the time of the original appeal
- where a change of address has occurred, which means the home address is significantly closer to the preferred school or is now in the catchment area of the preferred school
- where new evidence is introduced and is supported by a letter from the medical professional or social worker which could not have been introduced at the original hearing

**Key contact information:**

Appealing for a place in a CLP school:

[appeals@coastalpartnership.co.uk](mailto:appeals@coastalpartnership.co.uk)

General admissions information with CLP

[admissions@coastalpartnership.co.uk](mailto:admissions@coastalpartnership.co.uk)

General admissions information outside of CLP's schools:

BCP Council Admissions

Email: [school.admissions@bcpcouncil.gov.uk](mailto:school.admissions@bcpcouncil.gov.uk)

Telephone: 01202 123 222

Dorset Council Admissions

Email: [admissions@dorsetcouncil.gov.uk](mailto:admissions@dorsetcouncil.gov.uk)

Telephone: 01305 221060