



HOLY FAMILY CATHOLIC PRIMARY SCHOOL

APPEALS PROCEDURE

Parent/Carers have the right to appeal to an independent panel if a school is unable to offer a place for their child. Appeals will only be heard from Parent/Carers who have sought admission via Holy Family Catholic School's Supplementary Information Form, supplying relevant supplementary documentation, as required, together with the Local Authority co-ordinated admissions scheme and have not been offered a place. Arrangements for appeals against non-admission will be independent of the school and shall be heard in accordance with the Schools Admissions Appeals Code of Practice. Under this Code of Practice the school exercises its right not to consider further appeals for the same child within the same academic year.

Appeals should be submitted in writing to 'The Clerk' by **13th May 2026**. Appeals will be heard within 40 school days of the deadline for appeals submissions for entry Year: Reception, September 2026.

Appellants will be sent written notification of the appeal date at least 10 school days before the appeal hearing date. Relevant Appeal papers will be sent to appellants, the Panel and School at least 7 school days before the appeal date.

The decision of the Panel will be sent within 5 school days wherever possible.

GUIDANCE NOTES

The School Standards and Framework Act 1998 states that there cannot be more than 30 children in an Infant Class, that is Reception, Year 1 or Year 2 classes.

Mindful of this legislation which stipulates infant class sizes KS1 (Key Stage 1) not to exceed 30 pupils, an appeal against non-admission may only be allowed in the light of evidence from the appellant of malpractice or unreasonableness on the part of the Admissions Authority.

The Appeal Committee must first consider whether the Admissions Panel acted correctly in reaching its decision. They must then further consider whether to admit additional applicants to the class would be prejudicial to the education of its existing members/prejudicial to use of resources. It must then finally consider whether the applicant's case outweighs the Governing Body's case.

Appeals Committee Members

- Chairperson
- Minimum 2 Independent Members, (can be e.g. 4, but must be an even number)
- Governing Body Representative (Presenting Officer)
- Clerk
- Appellant or his/her representative, together with supporting members, if wished

Components of Appeal Hearing

Introductions and summary of meeting format (as below), usually carried out by the Clerk.

Format

- Chairperson invites Governors' representative to present statement on behalf of Governing Body
- Chairperson invites Appellant's statement
- Presenting Officer's questions invited
- Questions by Committee
- Appellant's questions invited
- Questions by Committee
- Summing up from Governors' representative
- Summing up from Appellant
- Chairperson thanks Appellant and Governor's Representative for attending and informs them that a letter regarding the committee's decision (which will be binding) will be sent shortly
- Committee deliberation and decision

In - Year Appeals (outside the co-ordinated admission round)

Appeals submitted outside the normal admission round will be heard within 30 school days following the receipt of their appeal form.

Appellants will be sent written notification of the appeal date at least 10 school days before the appeal hearing date unless the appellant has agreed that the notice period can be reduced. Appeal papers will be sent to appellants, the Panel and the school at least 7 working days in advance of the hearing date. Decision letters will be sent within 5 school days of the hearing.