

YEAR 7 - SEPTEMBER 2025 START

GUIDANCE NOTES FOR APPEAL FORM

If your child has not been offered a place at your preferred school, you can appeal to an independent appeal panel. You should read these guidance notes if you are appealing for a Year 7 place to start in September 2025.

School places in Ealing are very limited and places are allocated according to the admissions criteria. We strongly recommend if you have been offered a place at an alternative school, that you accept the place that you have been offered whilst you await the outcome of your appeal.

Appeals by the parent of a child with an Education, Health and Care (EHC) Plan against the choice of school named in the EHC Plan, or the fact that no school has been named, are considered by the First-tier Tribunal (Special Educational Needs and Disability) not a school admission appeal panel. Please email send@justice.gov.uk for further information.

Appeal statistics for 2024:

Last year **48** appeals for Year 7 September 2024 start were lodged and **6** of those were upheld.

If you would like to appeal, you should complete the attached appeal form and return it by **Monday 31 March 2025**. Please note that all appeals received on time will be heard by **Wednesday 18 June 2025**.

Any additional information or evidence that is not sent with the appeal form must be submitted by the very latest, 5 clear school days prior to your appeal. Any evidence not submitted by the deadline might not be considered at the appeal hearing.

You must complete a separate form for each school that you wish to appeal for.

Please send completed forms via email to: Schooladmissionappeals@ealing.gov.uk

If you have any difficulty returning the form by email, please phone: 0208 825 7946

WHAT WILL HAPPEN NEXT:

1. You will receive a confirmation email once your appeal form has been received.
2. We will set a date and time for your appeal to be heard and will confirm this with you.
3. 10 school days before your appeal is due to be heard you will be sent:
 - The joining details for the virtual hearing
 - The names of the panel members and clerk
4. 5 school days before your appeal you will be sent:
 - Information about what will happen at the appeal.
 - A statement from the Local Authority giving the reasons why they did not offer your child a place at the school you preferred.
 - Your appeal form and any other information you have provided.
 - Any information provided by the school.

HOW TO FILL IN THE APPEAL FORM

Section 1

Enter the name of the school you want to appeal for.

Please note that you must have applied for a place at the school.

You can only appeal for the schools listed on page 5, Appendix 1. If you wish to appeal for a school not listed on page 5, Appendix 1, you will need to contact the school directly.

Section 2

Enter the name of the school you have been offered a place at.

Please state 'None' if you have not been offered a place.

Section 3 – Child's details

Fill in your child's name, address, date of birth and gender.

It is important that we have all this information.

Section 4 – Parent / Guardian details

Fill in your name, address (if different from your child's), your phone number and your email address. It is important that we have all this information.

Section 5 - At the appeal hearing

If you wish to attend the appeal hearing, please tick the 'Personal Appeal' box. You do not have to attend the appeal hearing but it is better if you can as the appeal panel may have questions that only you can answer, and you will be able to explain your case personally and answer any questions. Please note that if you ask for 'Personal Appeal' but are late or fail to attend the meeting, your appeal will be considered on the written statement you have submitted.

If you are unable to attend the appeal hearing, you can send a representative, friend or relative to present your case for you. If a representative, friend or relative is attending to present your case or accompany you, please tick the relevant box and fill in their name and email address so we can send them a copy of the appeal papers.

If you decide not to attend, nor to send someone on your behalf, please tick the 'Written Appeal' box. This means that the Appeal Panel will use the written information you have provided, along with information from the Admission Authority, to decide your case. However, you should note that the Admission Authority may still send someone to present its case even though you will not be there.

Please note that, if you require an interpreter to attend the hearing with you and there are special reasons why you cannot arrange this, please contact us.

Section 6 - Written Statement

Please complete this section giving reasons why you want your child to go to your preferred school and not to the school offered. You must complete this section even if you are coming to the appeal hearing.

If you have any supporting evidence, you should send a copy to us with the form. If you need more space, you can attach additional pages to the form. Medical information relating to your child should be from a consultant or specialist, not a GP, and must detail the medical reasons why the child should attend the preferred school rather than the allocated school.

More information about Section 6

The Appeal Panel will consider the Admission Authority's reasons for refusing your child a place and your reasons for appealing against their decision. The Appeal Panel will initially decide whether the school's admission arrangements are lawful and were correctly applied and if the admission of an additional child would cause prejudice. If the panel are satisfied that the arrangements are lawful and there has not been any error that led to a place being denied, they will proceed to considering whether the benefit to your child of going to your preferred school outweighs the prejudicial effect that admitting one more pupil will have on the school and the other children in the class.

For further information about admission appeals see the School Admission Appeals Code at [School Admission Appeals Code 2022](#)

For further information on School Admissions and the admission criteria for schools in Ealing see: www.ealing.gov.uk/admissions

Coram, Children's Legal Centre provide free advice on the appeals process:
www.childrenslegalcentre.com

Appendix 1 – Community Secondary Schools in the London Borough of Ealing

The committees section organises admission appeals for the following community secondary schools:

Elthorne Park High School

The committees section also organises admission appeals for these voluntary aided, foundation academy and free schools:

Alec Reed Academy (High)
Brentside High School
Dormers Wells High School (Academy)
Ealing Fields High School (Academy)
Featherstone High School (Academy)
Villiers High School

To appeal for any school not listed above, you will need to contact the school directly.