

RECEPTION (INFANT CLASS SIZE) - 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 reception 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.

Appeals statistics for 2024:

Last year **19** appeals for Reception September 2024 start were lodged and **0** of these were upheld.

If you would like to appeal, you should complete the attached appeal form and return it by **Tuesday 20th May 2025**. Please note that all appeals received on time will be heard by **Friday 18th July 2024**.

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 basis of the written information 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.

6a - You should complete this box if you feel that the infant class size has not been breached.

6b – You should complete this box if you feel that the admission arrangements did not comply with admissions law or had not been properly implemented and your child would have been offered a place if the arrangements had complied or had been correctly and impartially applied.

6c – You should complete this box if you feel the decision to refuse admission was unreasonable

You should give all the reasons why you want your child to go to your preferred school and not to the school they have been offered.

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 appeal against their decision. There are limited grounds on which an infant class size appeal may succeed for classes of more than 30. The Panel will consider, as specified in 4.4 of the School Admissions Appeals Code.

- a. Whether the admission of an additional child / additional children would breach the infant class size limit.
- b. Whether the admission arrangements (including the area's coordinated admission arrangements) complied with the mandatory requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998
- c. Whether the admission arrangements were correctly and impartially applied in the case in question; and
- d. Whether the decision to refuse admission was one which a reasonable authority would have made in the circumstances of the case.

For the decision to be 'unreasonable' the Panel will need to be satisfied that the decision to refuse to admit your child was "perverse in the light of the admission arrangements" i.e. it was "beyond the range of responses open to a reasonable decision maker" or "a decision which is so outrageous in its defiance of logic or accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it".

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 Primary Schools in the London Borough of Ealing

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

Schools

Acton Gardens Primary School	Little Ealing Primary School
Allenby Primary School	Mayfield Primary School
Beaconsfield Primary School	Montpelier Primary School
Blair Peach Primary School	North Primary School
Clifton Primary School	North Ealing Primary School
Coston Primary School	Oaklands Primary School
Dairy Meadow Primary School	Oldfield Primary School
Derwentwater Primary School	Perivale Primary School
Downe Manor Primary School	Petts Hill Primary School
Drayton Green Primary School	Ravenor Primary School
Durdans Park Primary School	St Johns Primary School
East Acton Primary School	St Marks Primary School
Featherstone Primary School	Selborne Primary School
Fielding Primary School	Southfield Primary School
Gifford Primary School	Stanhope Primary School
Grange Primary School	Three Bridges Primary School
Greenwood Primary School	Tudor Primary School
Hambrough Primary School	Vicars Green Primary School
Havelock Primary School	Vikings Primary School
Hobbayne Primary School	West Acton Primary School
Horsenden Primary School	West Twyford Primary School
John Perryn Primary School	Willow Tree Primary School
Lady Margaret Primary School	Wolf Fields Primary School

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

Alec Reed Academy (Primary)	Khalsa Primary School
Brentside Primary Academy	St Marys CofE Primary School
Christ the Saviour CE Primary School	Wood End Infant School
Dormers Wells Infant School	Woodlands Academy
Edward Betham CE Primary School	

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