

Ask for help

Choice Advice Service for independent advice on
01942 486016.

The School Placement Team on
01942 486037
can answer any questions about your appeal.



We can make this information available on other formats and languages on request.

Contact us at Wigan Council, Children and Young People's Services, Choice Advice Service, Progress House, Westwood Park Drive, Wigan, WN3 4HH.

Phone: 01942 486123.

Website: www.wigan.gov.uk

August 2008

Choice Advice Service



*School
Appeals*

*Things to
Consider*



Children and Young People's Services

Basic Information about School Appeals

Schools must sometimes refuse places. When they refuse your child a place, school must tell you why. They must also offer you the right of appeal and explain to you how to do this. You have the right to challenge this refusal by going to an appeal hearing. Appeals are a chance to have your reasons heard by an independent panel of people and for you to say why you think your child should be offered a place at the school you have applied for.

You can appeal for any reason but you need to show how you and particularly your child will be affected by not going to that particular school. There is particular guidance around appeals for reception, year 1 and year 2 classes. If you are considering appealing for these year groups where the class size 30 rules apply, you may wish to study the guidance or seek further advice.

There are rules around how appeals should be run, what information you should be given and the amount of time you should be given to prepare for them.



The new School Admission Appeals Code 2008 explains what should happen before, during and after your appeal.

www.dcsf.gov.uk/sacode

When you write your reasons

- Be honest and where possible provide evidence
- Explain clearly why you want your child to attend the school you have chosen
- Write down ALL your reasons. You can choose to appeal for whatever reason you want
- If you feel that the admission criteria have been wrongly applied to your child then say this (You can find out from the school or Wigan Council how they have allocated places)



At the hearing

You should expect

- To have your reasons heard by an independent panel of people
- To hear the reasons for refusal

What do I need to take?

- You may wish to take your own notes to help you state your case to the panel. You should take any letters or supporting evidence.

Do I need a solicitor?

- You can take someone to support you in your appeal. This can be a friend or relative. You may prefer a solicitor but you do not need to have one.

