

*The Royal Borough of Kensington and Chelsea  
Family and Children's Services  
School Organisation, Admissions and Governors Support  
Room 247/1  
The Town Hall,  
Hornton Street  
London W8 7NX*

*Telephone: 020 7361 2210*

The School Standards and Framework Act (1998) gives parents the right of appeal against any decision not to admit their child to a school. However, for Reception, Year 1 and Year 2 children the grounds on which you can appeal are limited.

The Government has set a limit on the number of pupils that should be in an infant class. Reception, Year 1 and Year 2 classes should have no more than 30 children in each class.

The school to which you applied for has met this requirement.

**This means that you can only successfully appeal in the following circumstances.**

- **If the Royal Borough has made an unreasonable decision in saying that if an additional child was admitted it would need to take exceptional measures, e.g. employ an extra teacher or build an extra classroom, to meet the class size limit.**
- **If the Royal Borough has made a mistake in its admission arrangements, either in its processes or in the way it has operated the Local Authority's admission criteria, and if your child would have been given a place if they had not made that mistake.**

If, after considering these points, you still wish to appeal against this decision, please complete the attached form, **ensuring that you state clearly how, in rejecting your child's application, the Royal Borough either**

1. **made an unreasonable decision in the way described above;**
2. **made an error in its admission arrangements; or if the child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the SSFA 1998.**

*Completed forms should be sent to the address at the top of this first page.*

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**APPEAL AGAINST ADMISSIONS DECISION**

**This form is to be completed by the Parent/Carer**

**Please use black ink and CAPITAL letters**

CHILD'S FIRST NAME \_\_\_\_\_

CHILD'S FAMILY NAME \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

ADDRESS \_\_\_\_\_

POST CODE \_\_\_\_\_

TELEPHONE NUMBER (HOME) \_\_\_\_\_

TELEPHONE NUMBER (MOB/WORK) \_\_\_\_\_

PARENT/CARER'S NAME \_\_\_\_\_

SCHOOL REQUESTED \_\_\_\_\_

**PARENT/CARER'S STATEMENT.**

The school for which you are appealing has offered up to its admission limit and the class size has reached 30 pupils and therefore cannot admit your child.

Please note that there are only three circumstances under which an Appeal Panel can uphold an appeal for this school.

If your appeal does not satisfy any of these conditions then it cannot be upheld.

***1. The decision was not one which a reasonable admission authority would make in the circumstances of the case***

*Please give your grounds for appeal here:*

*Please give as much information as possible and continue on a separate sheet if required*

- 2. The place was refused due to an error in the admission arrangements; or if the child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the SSFA 1998.**

*The Panel must consider whether the child would have been offered a place if the admission arrangements (including the area's coordinated admissions arrangements) had been properly implemented.*

**Please give your grounds for appeal here:**

***Please give as much information as possible and continue on a separate sheet if required***

***Parent/carers signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_