

# THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA

## APPEAL AGAINST ADMISSION DECISION

This form is to be completed by the Parent/Carer. Please use CAPITAL letters for this section

CHILD'S FIRST NAME:

FAMILY NAME:

\_\_\_\_\_

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ TELEPHONE \_\_\_\_\_

PARENT'S NAME: \_\_\_\_\_

### PARENT/GUARDIAN'S STATEMENT

I wish to appeal against the decision not to offer my child a place at

\_\_\_\_\_

because:

Please return this form to:

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

## ADVICE TO PARENTS ON APPEALING FOR A SCHOOL PLACE

The following information is produced as a guide for parents appealing for a place in **Year 3, 4, 5 or 6** at a **Royal Borough community primary** school. If you wish to appeal against a decision made by a voluntary aided (church) school, the school should be contacted direct as the governors of the school are responsible for the admissions decisions.

### How do schools decide which children to admit?

All schools publish their *Admissions Criteria* in a school brochure and in the '*Starting primary school*' booklet which is available on the Royal Borough website: [www.rbkc.gov.uk](http://www.rbkc.gov.uk). Once a school has reached its published admissions limit then they can no longer offer school places, and in most cases, will operate a waiting list.

### If my child is turned down for a school can I do anything?

Yes, you can appeal against the decision by completing this form and submitting to the address indicated. You can only lodge an appeal once you have made a formal application to the school and have been informed that the school is full and a place cannot be offered to your child a place.

### If the school say they are full what is the point in appealing?

When your appeal is received by the Education Department, the school to which you are appealing is asked to give information on the number of children who are in the year group which they have told you is full. An appeal can only go ahead if this information proves that the school has its full number of children (this number will be given in information produced by the Education Department). If the school has a vacancy the place must be offered to the child who best meets its admissions criteria.

### What will an Appeals Panel want to know?

An Appeal Panel will first check to see that the admissions decisions were followed in accordance with admissions criteria. If the school is full then they will weigh up the problems your child will have by going to a different school *against* those problems that the school might face in admitting an extra child. An Independent Appeal Panel will make the decision depending on the case put to them and is the only independent body that can make the decision for a school to admit above its published admissions number.

### What should I put on the form?

If you have any particular reasons why you feel your child should attend the school, for example, the next nearest available school is a very difficult journey away or there are reasons why your child cannot attend a school that has been offered, you may include as much information as you want in your appeal. If your child has a

medical or social reason for attending a particular school you may wish to attach written evidence from a doctor or social worker supporting this.

**Can I take someone with me to the Appeal?**

Yes you can take a relative or friend or any other person of support that is relevant to your case, such as a social worker. You cannot take someone from the school or an employee of the Education Department in which the school is situated.

If you have any queries regarding your right to appeal or on the procedure for holding an appeal, please do not hesitate to call:

**The Admissions Team at the Town Hall on telephone : 020 7361 2210**