

## **School Admission Appeal Form into entry at a Wiltshire School**

### **IMPORTANT INFORMATION:**

If you wish to appeal against the refusal of a school place, please return the completed form to us by email, to [educationappealsadmin@wiltshire.gov.uk](mailto:educationappealsadmin@wiltshire.gov.uk) within 20 school days of receiving your decision.

A separate appeals form should be completed for each school you wish to appeal for.

If possible, please email any supporting documents with your form, or as soon as possible after sending us your appeal form. Supporting evidence could consist of, but is not restricted to:

- Evidence of health conditions such as a doctor's letter
- Evidence of a My Support Plan
- Evidence of a recent, or planned, change of address

If you are stating something within your grounds of appeal, the appeal panel often find it useful if supporting evidence is provided. You are welcome to submit any evidence that you feel is relevant to the case.

Please ensure you read the [parent's guide to admission appeals](#) notes before completing this form.

**Please be advised that we are only able to hear appeals during term time, so your appeal will not be heard during the school holidays.**

Appeals are conducted remotely online via Microsoft Teams. They are free to access, and instructions will be provided. If you would be unable to take part in an online appeal, please contact us as soon as possible to we can discuss alternative arrangements.

<b>Name of Pupil:</b>	
<b>Date of Birth:</b>	

<b>Name of School you are appealing for:</b>	
<b>Year group you are appealing for:</b>	
<b>Date on which place is required:</b>	
<b>The school that your child currently attends (where applicable):</b>	

<b>The alternative school offered (where applicable):</b>	
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<b>Name of Parent(s)/Guardian(s):</b>	
<b>Address:</b>	
<b>Contact Telephone Number(s):</b> Please provide a telephone number in case of queries	
<b>Contact Email address:</b> Please note - All correspondence is conducted by email unless requested otherwise	

<b>Moving home? Please provide your new address:</b>	
<b>Expected date of move:</b>	
<b>Would you be able to provide supporting evidence of any house move by way of an exchange letter, completion letter or tenancy agreement?</b>	

<b>Please tell us about any special requirements you may have (e.g., an interpreter, large print, BSL interpreter):</b>	
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<b>Are there any dates the appeal hearing should avoid?</b> Note – we cannot guarantee that we will not schedule the appeal on dates provided but do try to accommodate requests where possible	
<b>Are you intending to attend the appeal hearing?</b> (We would encourage you to do so if you can).	



**INFANT CLASS SIZE APPEALS:**

Infant Class Size Appeals apply to appeals for entry into Reception, Year 1, or Year 2 where the class size is at or above 30. **Please complete this section of the form (in addition to the rest) if you believe that your appeal is an Infant Class Size Appeal** (the school will be able to confirm class sizes if you are unsure).

**Please note that by law, we are required to advise you that there are very limited chances of success for Infant Class Size appeals.** When considering an appeal for a place in an infant class, the panel's task is to review the decision already made. It does not have the flexibility to say that the appellant's personal circumstances mean that they should have a place at the school if this would take the number of children in the class over 30. This makes an Infant Class Size appeal different to other school admissions appeals. For more information please see our [website](#) or the [School Admissions Appeals Code](#).

**If applicable, please state why you believe the admission arrangements do not comply with admission law.**

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**If applicable, please state why you believe the admission arrangements have *not* been correctly and impartially applied and why your child would have been offered a place if they had been.**

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**If applicable, please state why you believe the decision to refuse admission was not reasonable in light of the admission arrangements: that is, within the constraints of the rules.**

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**I hereby confirm that I am the parent/carer of this child and/or have the parent/carer's permission to complete this appeal form (electronic signature is acceptable).**

Signed:

Date:

Please email this form to [educationappealsadmin@wiltshire.gov.uk](mailto:educationappealsadmin@wiltshire.gov.uk)

Wiltshire Council has a duty to protect personal information belonging to the public. The council is a data controller, registered with the Information Commissioner's Office to process personal data. Wiltshire Council processes all personal data in accordance with the requirements of the General Data Protection Regulation (GDPR). For further information see the Council and Democracy Privacy Policy which can be found online [here](#).