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| **Frequently Asked Questions (FAQs) - School Admission Appeals** | | |
| **Question** | | **Response** |
| 1 | I have received information refusing my admission request for a place for my child at a school in Rotherham, can I appeal this decision? | Yes, you can appeal a decision. You have 20 days from the date on the letter informing you of the schools refusal to offer a place to your child. This is a strict guideline. |
| 2 | How do I put in an appeal? | You can access the appeals form online via the following link: <https://www>.rotherham.gov.uk/school-admissions-3/school-admission-appeals or you can contact The School Appeals Team (Email: schoolappeals@rotherham.gov.uk, Tel: 01709 822722) for a paper form. Please make sure you add as much information as possible and that you complete all sections of the form fully and accurately, including the grounds for appeal at the end of the form. You can also attach any supporting documents. |
| 3 | What happens if I am late putting in my appeal form? | Appeals received after the 20 day timescale will not usually be processed, and unless you have significant changes to your circumstances, you will not be able to make another admission application. |
| 4 | Is there somewhere I can see guidance/support for appealing against a school placement decision? | There is guidance information on the website: https://www.rotherham.gov.uk/school-admissions-3/school-admission-appeals  If you are providing supporting documents for your appeal, please provide this information via the online portal at the same time as you complete the appeal form. If you have any questions about this, please contact The School Appeals Team (Email: schoolappeals@rotherham.gov.uk, Tel: 01709 822722)  There is also national guidance for school appeals https://www.gov.uk/government/publications/school-admissions-appeals-code |
| 5 | What happens when I put in an appeal? | You will receive an email acknowledging receipt of your appeal form. You will receive a further email with your invitation letter to attend a scheduled hearing, giving the date and time. This email will be sent to you at least 10 days before the appeal hearing. |
| 6 | What happens after the appeal hearing? | Following the appeal hearing, you will receive an email confirming the Independent Appeal Panel’s decision on the day/following day of the hearing; you will receive the full decision letter within 5 school days following the hearing. |
| 7 | If there is an appeal submitted, but then I change my mind, do I need to do anything? | Yes - please email schoolappeals@rotherham.gov.uk to confirm that you wish to withdraw your appeal as soon as possible. |
| 8 | Who will listen to my appeal? | The Independent Appeal Panel will hear your appeal; this is made up of 3 people who are entirely independent of the LA and of your preferred school/academy. It is the duty of the Appeal Clerk to ensure that the hearing is fair and unbiased. |
| 9 | If my appeal is unsuccessful, can I appeal again? | No - Both you and the Local Authority/Admission Authority of the school/academy **must** accept the decision of the Appeal Panel. The decision of the Appeal Panel is binding on all parties.  There is no further right of appeal.   If you feel that the panel was not properly constituted, you may make a complaint to the Secretary of State for Education and request that action be taken. The Secretary of State will consider your case but cannot hear appeals or review Appeals Panel decisions.  If you have a complaint about the administration of the hearing and think that the procedures have not been correctly followed, then you can contact the Local Government and Social Care Ombudsman (LGSCO). He/she can investigate your complaint where it is alleged that maladministration has taken place. For advice on making a complaint, or to make a complaint over the telephone, please call the LGSCO Advice Line on 0300 061 0614 or visit their website at www.lgo.org.uk. |