

Appeals Guide

- You may only appeal for schools that you list on your application form.
- You should contact us 01522 782030 or at admissionappeals@lincolnshire.gov.uk for an appeal form or more information.
- The Legal Services Team is responsible for setting up the appeal hearing and providing an independent appeal panel. You can contact them on 01522 552129 or 552167.
- You can appeal online if your appeal is for a place in Reception, Year 3 or Year 7 for September.
- Some schools organise their own appeals. We will tell you if this is the case when you appeal.
- You can get independent advice from
 - o [Gov.uk](http://www.gov.uk)
 - o [ACE Education](http://www.aceeducation.co.uk)
 - o [Child Law Advice](http://www.childlawadvice.co.uk)
- It is your responsibility to research [school transport](#).
- The appeal panel will look at the case at the time the decision was made, when considering if everything has been done correctly. For applications into Reception, Y3 or Y7, your old address may be used to process your application if you didn't meet the deadline for providing proof of your new residency. If you have changed address or any other details after submitting your school place application, please e-mail schooladmissions@lincolnshire.gov.uk confirming the details.
- There are different rules for [members of the armed forces and returning crown servants](#).

Appeals timetable

	Secondary Schools	Primary Schools
National Offer Day	1 March 2023	17 April 2023
Deadline for an appeal to be received	Noon 28 March 2023	Noon 19 May 2023

- Own admission authority schools may use different dates. Their timetable will be on their website.
- Appeals made after the deadline will still be heard, but this may not be with others for that school.
- You need to say your reasons for your appeal on the form. You should list all your reasons and can provide supporting evidence. Put your child's name on anything you send to us, so we know who it is for.
- You can submit more information later, but it may not be considered if we do not receive it by our deadline.
- We may have to blank out other people's faces or personal details on documents you send us.

Grammar School Appeals

If you are appealing your child's 11+ score and you think they should have qualified, you need to be able to demonstrate that they meet the required standard.

You could send:

- A school report
- Written work (be aware that art work may not photocopy well)
- A teacher's or headteacher's supporting letter

If the school is full and your child didn't qualify, you will need to show that your child should have qualified. If something happened that effected testing, you may want to send details and evidence.

If the school is full but the panel think your child should have passed, this doesn't mean they will grant a place. They will consider the school's case and then decide. You will need to show that your case outweighs the school's case.

Sixth form appeals follow the same format. The appellant must show the young person can cope with the workload and that they were expected to reach the required standard. For sixth form appeals the parent/carer or young person can appeal.

The appeal hearing

- You do not need to attend, but we recommend that you do or send someone else.
- You can bring someone with you to the appeal e.g. friend, relative or social worker.
- You need to tell us if you need an interpreter. This service is free of charge.
- A panel of three people will make the decision at the appeal. They are independent of the school and the council.
- A person will be there to present the school's case.
- A clerk will be there to take notes and advise everyone about the law. They do not make any decisions.
- The factors the panel can take into account are limited if it is an infant class appeal and there are 30 children in the class. [The School Admissions \(Infant Class Sizes\) \(England\) Regulations 2012](#)

The result

- Different rules apply for when you will receive the result depending on the type of appeal. You will be told at the appeal how you will receive the result and you will always get the decision in writing.
- If you think that the appeal was not considered correctly, you can contact the [Local Government Ombudsman](#) who may order a fresh appeal to be heard. Academy appeals are dealt with by the [EducationSkills and Funding Agency](#).