



School Admission Appeals

This fact sheet can be made available in other languages or formats where appropriate by contacting 0161 770 6666 for further information please see our detailed fact sheet Information for all.

What does school admission appeals mean?

If you are refused admission to any school that you have applied for, you have the right to submit an appeal. A panel of people who are not connected with the Local Authority or the school will hear the appeal.

How do I submit an appeal?

You must request an appeal form from Pupil Service and return the completed form to Constitutional Services who will organise a time and date for the appeal to be heard.

When will my appeal be heard?

When you submit your application form, Constitutional Services looks at the information and will organise a time for your appeal to be heard within 30 school days.

If you are appealing for a place in September for the annual intake into Primary reception or the beginning of secondary education the appeal will be heard in advance during the summer term before the new academic year starts in September.

Appeals for admission to a school at any other time are heard on a regular monthly date throughout the school year.

Where will the appeal be held?

Appeals in Oldham are usually heard at the Civic Centre.

Who will be at the appeal?

- An independent panel of 3 or 5 people who have no connection with the local authority or the school involved.
- A qualified legal officer will administer the process and guide the panel on the application of the law that governs school admissions.
- Representatives from the admission authority will present the case on behalf of the school.
- Parents normally attend the appeals and can be supported by a friend/advisor if they wish.

When will I know the result of the appeal?

The decision of the Panel will be sent to you in writing within 3-4 working days after the hearing.

The decision of the appeal panel is final and binding on both the school and the parents.

If the Panel find on behalf of the parent someone from the Local Authority or from the school will contact you to make arrangements for admission.

What if I'm still not happy?

If you feel that your appeal hearing was not properly or fairly conducted, you can complain to the Local Government Ombudsman. Your complaint can only relate to failure to follow correct procedures and the Ombudsman will only investigate your complaint if he/she feels that there had been maladministration of the process. The Ombudsman cannot reconsider your case.

The Secretary of State for Education cannot review or change decisions of Independent Appeal Panels, but can consider: -

- Whether the admission authority has correctly constituted the appeal panel and
- Whether the admission authority has acted reasonably in exercising the functions in respect of the appeal process.

If anyone considers that the decision of the appeal panel was LEGALLY in error, they could apply for Judicial review. The court would consider the lawfulness of the panel's decision and if found to be unlawful or unreasonable (irrational or perverse) it could overturn the decision or order a second hearing.

How can I find out more about School Admission Appeals?

If you want to find out any more details about school appeals please contact us either by:

Writing to:

The Admissions Team
Level 6
The Civic Centre
West Street
Oldham
OL1 1XJ

Phoning: 0161 770 4213/14

Fax: 0161 770 4277

Emailing: pupils@oldham.gov.uk

We want to provide good quality service for people in Oldham and as we are a public service you have a say in what we do. We want you to be completely satisfied with our services but to ensure this we need to know what you think. What do we do best? Where could we improve things? Do you have any ideas or suggestions? Only by listening to you can we give you the service you deserve.

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