

## Admission Appeals Guidance (Primary Schools)

### Guidance and advice on Primary school admission appeals (Lancashire)

Endeavour Learning Trust, as the Admission Authority, will do everything possible to meet your preferences before an appeal becomes necessary. You will be informed about other available places. It would be helpful if you visited the offered school or academy. The Trust has a central email for admissions to help address any queries ([admissions@endeavourlearning.org](mailto:admissions@endeavourlearning.org)). When getting in touch, please indicate which of our schools you are referring to.

Lancashire County Council (LCC) administers the appeals process on behalf of Endeavour Learning Trust for its schools in Lancashire. Therefore, this guidance is to read in conjunction with Lancashire Country Council's [appeal information](#).

### Right of appeal

If you are still unhappy, you have the right to appeal to an Independent Admission Appeal Panel, whose members played no part in the original allocation of places. Appeal details will be given in the letter which offers you a place

If your child has an education, health and care (EHC) plan, arrangements are different for appealing against a place not being offered. You should contact your local [Inclusion Service area team](#) for information.

The information below is for parents of children refused admission by the school. Appeals will be held in accordance with the [Schools Admissions Appeals Code \(October 2022\)](#).

To appeal, parents need to complete the [online form](#) on LCC's website. If you decide to appeal, you are advised to set out your grounds for the appeal on the form. You can provide as much information as you wish, with the appeal form, in support of your appeal.

If you cannot fill in an admissions appeal form yourself due to a disability or any language barrier, and you feel this may compromise your submission then please contact LCC's Customer Service Centre (03300 123 6707 or the Appeals Team (at [appeals@lancashire.gov.uk](mailto:appeals@lancashire.gov.uk) or 01772 536776).

### Timelines

Parents will be given at least 20 school days to prepare and submit their written case to the independent appeal panel.

As long as the completed appeal form is returned by the deadline date, the appeal will be heard within the timescale listed below:-

- For all Reception Year applications received on time, appeals will be heard within 40 school days of the deadline for submitting appeals;
- For all Reception Year applications, appeals should be heard within 40 school days from the deadline for submitting appeals where possible, or within 30 days school days of the appeal being submitted.

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- For applications for in-year admissions, appeals will be heard within 30 school days of the appeal form being submitted. Please note an in-year appeal received when Reception appeals are being processed, it is likely it will be scheduled during the same timeframe allocated for your school appeals to be heard.
- Parents will normally receive 10 school days' notice of the place and time of the hearing, if they wish to attend, in order to present the case in person. All relevant papers will be sent before the appeal hearing.

LCC's provision list of appeal dates are published at the beginning of each year early in the spring term (January/February) and reflect the [important dates](#) detailed in admissions process.

Information on how the hearing will be conducted and how the decision will be reached and communicated is available from LCC.

### Infant Class Size Appeals

The law around infant class size limits the cohort of infant class to 30 children per school teacher. Only in very limited circumstances can admission over this limit be permitted.

### Notification of the decision

The decision letter, which will include the reasons for the decision will be communicated to all parties as soon as possible after the hearing.

### Further appeals

Parents do not have the right to a second appeal in respect of the same year group, unless in exceptional circumstances, the school has accepted a second application from the parents because of a significant and material change in the circumstances of the parents, child or school but were still refused admission.