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# School Admission Appeals

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## Introduction

Complaints about school admissions should be brought to the attention of the relevant Local Authority (LA) first, but complaints about admission appeals can be brought straight to us.

## What we can do

We can:

- Look at complaints about school admissions procedures in Wales and the admissions appeals process;
- Look at complaints from parents who consider an LA has implemented its school admissions procedure unfairly;
- Look at complaints from parents who consider an Admissions Appeal Panel has acted improperly.

If you wish to complain to us, please do so as soon as possible.

## **What we cannot do**

We cannot:

- Compel an LA to offer your child a place at a school;
- Overturn the decision of an Admissions Appeal Panel – however, if we believe the Panel hearing was improper or unfair, we may recommend that the appeal should be heard by a new Panel;
- Look into admissions or appeals involving Independent schools.

## **Issues to bear in mind**

- A child does not have an absolute right to a place at their parents' preferred school;
- LAs must use their 'over-subscription criteria' to prioritise applications when there are more applications than places

available at a school. Generally speaking, there can be no more than 30 children in an infants' class;

- Appeal panels are independent of the LA and hear the cases of both the LA and the parents;
- Appeal panels have to decide whether the parents' reasons for preferring the particular school outweigh the prejudice caused to the school if it admitted their child.
- When you complain to us, you **must** provide a copy of the Appeal Panel's decision on your appeal. We cannot consider a complaint until you have received the decision letter and provided a copy of it to us. Where possible, please also provide the documentation which was considered by the Panel during the appeal.

## Further information

LAs and Admission Appeal Panels must have regard to the Statutory Codes on School Admissions and Appeals. Copies may be downloaded from the Welsh Government website

<https://gov.wales/school-admissions-code>

<https://gov.wales/school-admission-appeals-code>

## Contact us

If you are not sure whether we would be able to look into your complaint, please [contact us](#) on 0300 790 0203.

Also available in Welsh.

# Easy Read

School Admissions and Appeals

