

**ADMISSION SECONDARY SCHOOL
SEPTEMBER 2025 ENTRY**

REQUEST FOR AN ADMISSION APPEAL

IMPORTANT:

Please read the information on pages 3-4 and at www.medway.gov.uk/secondaryadmissions before submitting this form.

Completed forms must be returned to the clerk to the appeal panel at the school you are appealing to by **Friday 28 March 2025** to be processed as on-time. Appeals submitted after 28 March may not be heard at the same time as on-time appeals.

Please return your form to the school you are appealing for by email/post. School contact details can be found on the school's website.

School being appealed for	
Child ID (as shown on your offer)	
Child's name	
Child's gender	
Child's date of birth	
Child's home address	
Child's current school	
School offered	
Parent/Carer title and name	
Parent/Carer telephone no.	
Parent/Carer e-mail address	

(Please turn over)

Please state clearly your reasons for appeal.

Please continue on a separate sheet if you wish. Additional/supporting information and evidence may be attached in support of your appeal.

Parent/carer signed	
Parent/carer name	
Date	

SCHOOL ADMISSION APPEALS

The School Admission Appeals Code details how the appeal process should be administered and what parents/carers can expect from it. This can be found on the Department for Education (DfE) website (<https://www.gov.uk/government/publications/school-admissions-appeals-code>).

Medway secondary schools are their own admissions authorities therefore Medway Council is not responsible for the administration of their appeals process.

The deadline to submit an on-time admission appeal is **28 March 2025**.

Why was my child refused a particular school?

The Council aims to offer the highest named school on your application that can offer a place.

Each child has been considered against the highest possible criteria applicable to them for each school named on their application. If we were unable to offer one of your preferences, it will have been because:

- There were more preferences for the school than places available and your child did not rank highly enough against the school's oversubscription criteria, compared to others who also applied to the school, to be offered a place.

and/or

- The school is a grammar school and your child has not met the entry requirement of being assessed as grammar under the Medway Test arrangements.

How do I lodge an appeal?

Appeals must be made in writing to the clerk to the appeal panel for the school you are appealing to.

To submit an appeal, complete the appeal request form (above) and return it to the school(s) you are appealing for. School contact details can be found on the school's website.

The deadline for on-time appeal requests is 28 March 2025. Appeals submitted after that must be heard but may not be heard at the same time as on-time appeal requests.

Which schools or academies can I appeal for?

You have a right of appeal to any school named on your application form that has refused your child a place. You cannot initially appeal for a school that was not named on your application.

If your child has not been assessed as grammar, you can still appeal for grammar schools if the school was named on your application.

How many schools can I appeal for?

You can appeal to any school named on your application form that has refused your child a place. You will need to complete a separate appeal form for each school.

Schools will not know that you have appealed for another school unless you tell them. The appeals for each school are independent of each other.

Can I appeal for a school I did not originally name on my application?

You can name a new school on your application using the waiting list request form and will have the right of appeal to that school if a place cannot be offered through the re-allocation processes.

Can I provide more information once I have submitted my appeal form?

The school you appeal for should tell you the date of your hearing and the deadline for submitting further evidence that was not supplied with your initial appeal request.

It will be for the appeal panel to decide whether to accept anything provided after the deadline. If you provide anything after the deadline, it may not be considered or may result in your appeal hearing being adjourned so everyone attending the appeal has time to consider the new information.

When will my appeal be heard?

Appeals received by the deadline of 28 March should be heard within 40 school days of that date.

Appeals submitted after 28 March should be heard within 40 school days of 28 March where possible, or within 30 school days of the appeal being lodged.

Schools should publish an appeals timetable on their website.

What happens at an appeal?

The clerk to the appeal panel will contact you before the appeal to tell you when your appeal is due to be heard and the deadline for submission of further information. The clerk will give you at least 10 school days' notice of your appeal hearing. The clerk organises the appeal hearings, provides independent advice on the appeal process/admissions law and keeps the record of the hearing.

An independent appeal panel will hear your appeal and decide whether to uphold it. The panel is normally made up of 3 people who must be independent of the school, academy trust and local authority.

At the hearing, you can explain why your child should be given a place. A representative from the school will explain why a place could not be offered.

Once the panel has decided, the clerk will notify you in writing within 5 working days.

Can I appeal for a place at a school outside of Medway?

If you applied for a school outside of Medway and were unsuccessful, you have the right of appeal for that school.

Visit the website of the local authority where the school is located to find details about their appeal process, including how to appeal. There will be a deadline, so it is best to do this as soon as you can.