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# School admission appeals

Last Modified February 28, 2020

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## How to appeal a school place

If you are not happy with the school place you are given, you can appeal for any school.

You can contact Blackpool school admissions for help.

We can tell you which schools have places available, add your child's name to waiting lists for other schools and provide information to help you appeal.

You will need to appeal in writing on the relevant appeal form:

- [Appeal form 2018](#)
- [Appeal form for Voluntary Aided school \[PDF 364KB\]](#)– this form should only be completed for a faith school

Before completing the form please check with the admissions team, as there may be available places at your preferred school.

## After submitting an appeal

Once you have submitted your form:

- You will be invited to attend the appeal hearing to tell the panel why you feel your child should have a place at your preferred school/academy. These are usually heard at the Town Hall, Corporation Street, Blackpool, FY1 1NS.
- You will receive a letter with the date, time and venue of the hearing.
- You will usually be notified at least 14 days before the hearing to give you time to prepare.
- The appeal will be heard in front of a panel of 3 people acting independently of the local authority. They will have no connection with the school you are appealing for, or the school your child has been allocated a place at. These are the people who will make the decision about your appeal.

If a place has already been refused at appeal, the admissions authority will only consider a second appeal for a place at the same school or academy in the same academic year if they consider that there has been:

- A relevant
- Significant and
- Material change in the family's circumstances (since the original appeal hearing).

If this is the case a second appeal hearing may be appropriate.

## Timetables for 2020 appeals

### Timetable for Blackpool secondary school appeals for admission to September 2020

By date	Action
10 April 2020	Appeal forms to be received by democratic services, in order for the appeals to be heard in the first round of hearings. Appeal forms can be submitted after this deadline but the hearing will not be held until later in the year

8 May 2020	Any additional documents that parents/carers wish to provide (ie.medical evidence) should be sent to democratic services
22 May 2020	Notification of appeal hearings will be sent to parents/carers
17 June 2020	Appeals that have been submitted by 10 April will be heard by independent appeals panels

## Timetable for Blackpool primary school appeals for admission to September 2020

By date	Action
15 May 2020	Appeal forms to be received by Democratic Services, in order for the appeals to be heard in the first round of hearings. Appeal forms can be submitted after this deadline but the hearing will not be held until later in the year
22 May 2020	Any additional documents that parents/carers wish to provide (ie. medical evidence) should be sent to democratic services
29 May 2020	Notification of appeal hearings will be sent to parents/carers
26 June 2020	Appeals that have been submitted by 15 May will be heard by independent appeals panels

## Become a member of the appeals panel

We have a pool of appeal members and use 3 people to sit on our panels at any one time. There are 2 types of panel member – those with experience of education (eg. a retired headteacher/teacher/school governor), and “lay” members (those without any experience in education).

Appeal panels sit all year round with appeals for community schools being held on a fortnightly basis and as and when required for voluntary aided schools. There are a higher number of appeals in May/June/July for the September admission to primary and secondary schools.

All new panel members receive training before taking part in an appeal. After this initial training, panel members will receive refresher training every year. In addition, the clerk to the panel is always available to give advice.

To ensure the appeals panel is independent and unbiased, some people are not eligible to become members. For example, employees of Blackpool Council would not be able to apply.

For more information and an informal chat, please contact: Mr Lennox Beattie, Democratic Services team leader, on 01253 477157 or email [lennox.beattie@blackpool.gov.uk](mailto:lennox.beattie@blackpool.gov.uk)

## Contact

School admissions team

PO Box 4, Blackpool, FY1 1NA

**Telephone** 01253 476637

**Email** [schoolaccess@blackpool.gov.uk](mailto:schoolaccess@blackpool.gov.uk)

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