

FREQUENTLY ASKED QUESTIONS

Q. *What is my position on the waiting list?*

A. The Appeals Service does not have this information. For Wandsworth residents this information is available online via the admissions section on the Council website. If you are applying as part of the main admission round (i.e. for September entry to either Reception or Year 7) you can find waiting list information on the Council's website at:

[Reception Admissions Waiting List](#)

[Year 7 Admissions Waiting List](#)

You will need to have your pupil ID to hand - which should be on the outcome letter you received. Alternatively, please contact Pupil Services on 020 8871 7316.

If you have made an application outside the normal time of entry, the online waiting list service may not be available, and you will need to contact the school concerned.

Q. *Can I appeal for a place for more than one school?*

A. Yes, you can appeal for any school you applied for and were refused a place. You must complete a separate appeal form and will be invited to attend a separate appeal hearing for each school you appeal for.

Q. *What is the deadline for my appeal/s?*

A. Please return your appeal request form/s by the deadline set out in the letter informing you of the outcome of your school application/s. If we receive your appeal request after the deadline, you will not lose your right of appeal and you can send in the form at any time, but your appeal may be heard after other appeals for the same school.

Q. *Why didn't I get the school/ one of the schools I applied for?*

A. The Appeals Service does not have this information. A breakdown of how the places for were allocated at each Wandsworth school on national offer day is available on the Council's website at the following links:

[Reception place allocation information](#)

[Year 7 place allocation](#)

information

If you need any further information you should contact Pupil Services on 020 8871 7316 or in the case of Voluntary Aided, Foundation or Academy schools, please contact the school.

Q. *Why doesn't the school I want to appeal for appear on the online form?*

A Generally, this is because the Appeals Service does not manage the appeals process for that school and you should contact the school concerned.

Q. *How do I appeal for a school outside Wandsworth?*

A. The Appeals Service is only responsible for appeals for some schools in Wandsworth. If you want to appeal for a school outside the Borough you should contact the school concerned for information and advice.

Q. *How long will it be before my appeal is considered?*

A. All schools are required to publish an appeals timetable for transfers to Reception or Year 7 on their website. Appeals timetable information can also be found on the Council's website at [Make a schools admissions appeal - Wandsworth Borough Council](#). Most Transfer Appeals are generally heard between mid-May and mid-July. In Year Appeals are heard within 30 school days of being received.

If your appeal request was received after the deadline (this is known as a late transfer appeal), it will be heard within 40 school days of the appeal deadline or within 30 school days of being received, whichever is the later date. In some cases, this may mean your appeal will not be heard until the Autumn term as appeal hearings do not take place over the summer except in very exceptional circumstances (such as during the COVID-19 pandemic).

Q. *Can you make reasonable adjustments to help me at the Appeal hearing?*

A. Yes. There is a section on the online (and paper) appeal form where you can tell us what your needs are. If you do not fill this part of the form in when you apply for an appeal, please let us know as soon as possible by email or by phoning the Appeals Service

Q. *Who decides the admission criteria for each school and why do they vary?*

A. The Council decides the admission arrangements for community or voluntary-controlled schools, but for foundation and voluntary-aided schools, academies and free schools, it is the school's governing body or academy trust that decides the admission criteria and sets the oversubscription criteria.

Q. *Will my appeal be successful?*

A. Parents often ask the Appeals Service whether their appeal is likely to be successful. The Appeals Service is unable to comment on the likelihood of success in specific cases.

If you are successful, you will be offered the school place. Make sure you contact the school to agree the date your child should start. If you are unsuccessful, your child will not be allocated a place at the school.

Q. *Is there a quota or set number of appeals that succeed?*

A. No. The numbers of appeals allowed varies from year to year and each case is decided on its own merits. General information about the number of appeals heard and allowed in recent years is set out below:

Type of school and appeal	2019-2020		2020-2021		2021-2022	
	No. appeals	Successful appeals	No. appeals	Successful appeals	No. appeals	Successful appeals
Primary school (infant class size) appeals	36	1	10	1	28	1
Primary school (two-stage) appeals	11	8	9	1	2	0
Secondary school (two-stage) appeals	92	5	75	6	89	7

The [Choose a Wandsworth Primary School 2023](#) and [Choose a Wandsworth Secondary School 2023](#) handbooks set out the number of Transfer Appeals heard and allowed for each school during summer’s main admissions round.

Q. Who decides if my appeal will be successful?

A. A Panel of three specially trained members, at least one of whom will have education experience or be a parent, will make the decision. The Appeal Panel's decision is legally binding and final. It can only allow or refuse your appeal.

The Appeal Panel cannot:

- Enter into discussions with you or admission authority
- Attach any conditions to the decision (such as admission to a bilingual class)
- Hear complaints or objections on admission policies or practices
- Reassess the capacity of the school
- Tell the admission authority to change your position on a waiting list
- Allocate a place at a school other than the school appealed for

Q. My child attended a nursery at a Wandsworth Primary School, why weren’t they offered a place at the school?

A. There is no automatic right of transfer from nursery into Reception. The school can only admit children according to the published admission criteria and attendance at nursery is not one of the priority criteria.

Q. Can I appeal for a place in a Bilingual class in Wandsworth?

A. Some Wandsworth primary schools have English-speaking class and a separate bilingual class.

- If your child has been offered a place at the school there you cannot appeal if the place was not in your preferred class.
- If you were refused a place at the school for your child, you may appeal, but the Panel can only decide whether your child should be allocated a place at the school. It cannot specify whether the place should be in the English or bilingual class.

Q. *How soon will I know if my appeal has been successful?*

A. A decision letter will be sent to you by first class post no later than 5 school days after the appeal hearing, unless there is good reason for delay. Where there are **multiple appeals** for a school, which may take place over days or even weeks, **decisions will be sent no later than 5 school days after all the appeal decisions have been made for that school.**

USEFUL TERMS AND GLOSSARY

One of the reasons the admissions process can seem difficult to negotiate is the number of different terms used. We have included on the following pages some of the most commonly used terms which you may hear at your appeal hearing.

Academic Year – The period commencing with 1st August and ending with the next 31st July, as defined by Section 88M of the School Standards and Framework Act (SSFA) 1998.

Admission Authority - The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, this body is the local authority unless it has agreed to delegate responsibility to the governing body. For foundation or voluntary aided schools, this body is the governing body of the school. For Academies, this body is the Academy Trust.

Admission Arrangements – The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.

Admission Number (or Published Admission Number (PAN)) - The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.

Banding - A system of oversubscription criteria in which all children applying for a place at a banding school (such as Ashcroft Technology Academy and Chestnut Grove Academy in Wandsworth) are placed into ability bands based on their performance in a test or other assessment. Places are allocated so that the school's intake either reflects the ability profile of those children applying to the school, those children applying to a group of schools banding jointly, the local authority ability profile or the national ability profile.

Common Application Form (CAF) - The form parents complete, listing their preferred choices of schools, and then submit to local authorities when applying for a school place for their child as part of the local co-ordination scheme, during the normal admissions round (for entry to Reception and Year 7 and to Year 3 at Honeywell Junior School).

Co-ordination / Co-ordinated Scheme - All local authorities are required to co-ordinate the normal admissions round and late applications for primary and

secondary schools in their area. There is a co-ordinated admissions process for all London boroughs.

Determined Admission Arrangements - Admission arrangements that have been formally agreed by the admission authority, for example, agreed at a meeting of the admission authority and the decision recorded in the minutes of the meeting.

Distance – Schools in Wandsworth use the local authority Geographical Information System (GIS) to measure home to school distance which is part of the admissions department's computer software. This is a straight line or 'as the crow flies'. Check the wording in the published admission criteria.

Education, Health and Care Plan (EHCP) - An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and social care provision required for that child. Children with an EHCP naming a school, are admitted to a school under a different process and should not complete a Common Application Form.

Home Local Authority - A child's home local authority is the local authority in whose area the child resides.

Infant Class Size Exceptions - The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. These are set out in paragraph 2.15 of the School Admissions Code 2021.

Infant Class Size Limit - Section 1 of the SSFA 1998 limits the size of an infant class (ie. a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher.

In year application - An application is an in year application if it is for the admission of a child to a relevant age group and it is submitted on or after the first day of the first school term of the admission year; or it is for the admission of a child to an age group other than a relevant age group.

Late application - Late applications are applications for entry in a relevant age group which are submitted before the first day of the first term in the admission year but have not been made in time to enable the local authority to offer a place on National Offer Day.

Looked After Children (see also Previously Looked After Children) - Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

Medical or social circumstances - If your child has an exceptional medical or social reason for needing a place at a particular school, you should have provided evidence for this with your original application for a school place. If you did not, you may still appeal using these reasons.

National Offer Day - The day each year on which local authorities are required to send the offer of a school place to all parents in their area. Secondary National Offer Day is 1st March (or the next working day). Primary National Offer Day is 16th April (or the next working day). In 2022, National Offer Day falls on 1st March 2023 for secondary transfers to year 7 and 17th April 2023 for primary transfers to Reception.

Normal Admissions Round - The period during which parents are invited to express preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority.

Oversubscription - Where a school has a higher number of applicants than the school's published admission number.

Oversubscription Criteria - This refers to the published criteria that an admission authority applies when a school has more applications than places available to decide which children will be allocated a place. This will include ranking applications according to whether they have a sibling in the school, or home to school distance.

Previously Looked After Children - Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Reception Class - Defined by Section 142 of the SSFA 1998 as a class in which education is provided which is suitable for children aged five and any children who are under or over five years old whom it is expedient to educate with pupils of that age.

Relevant Age Group - The age group to which children are normally admitted such as Reception, Year 7 (Year 3 at Honeywell Junior School) and some schools which admit pupils into the sixth form.

Waiting Lists - A list of children held and maintained by the admission authority when the school has allocated all of its places, on which children are ranked in priority order against the school's published oversubscription criteria. This is sometimes also known as the 'priority list'.

THE KEY STEPS IN THE APPEALS PROCESS

