



Support your child's learning journey

Template for a primary-school admissions appeal letter

YOUR NAME
YOUR ADDRESS

LOCAL AUTHORITY ADMISSIONS SERVICE NAME
LOCAL AUTHORITY ADMISSIONS SERVICE ADDRESS

DATE

Dear LOCAL ADMISSIONS OFFICER,

SCHOOL ADMISSION APPEAL FOR CHILD'S NAME TO ATTEND SCHOOL NAME

I would like to appeal against the decision of the admission authority not to offer CHILD'S NAME a place at SCHOOL NAME.

I am aware that the grounds for the appeal is limited by the provisions of the Infant Class Size legislation. In support of my appeal, my grounds of appeal are as follows:

The admission arrangements were not correctly and impartially applied in my case.

I believe that the admission arrangements were not correctly and impartially applied in my case and that this has effectively denied CHILD'S NAME a place at SCHOOL NAME.

The decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

I believe that the decision not to offer CHILD'S NAME a place at SCHOOL NAME is unreasonable for the following reasons:

Additional considerations

In addition to the above points, I would like the appeal panel to take into consideration the following points:

In support of this appeal please find attached the following documents:

I look forward to hearing from you with the details of when the appeal will be heard.

Yours truly,

YOUR SIGNATURE
YOUR NAME