



Support your child's learning journey

Template for a junior 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 set out below the grounds for my appeal:

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 school can accommodate CHILD'S NAME without causing prejudice.

I believe that the school can accommodate CHILD'S NAME without causing prejudice. I will provide more information after I have received the admission authority's case in due course.

Why I would like CHILD'S NAME to attend SCHOOL NAME.

The reasons that I would like CHILD'S NAME to attend SCHOOL NAME are as follows:

Why it would not be suitable for CHILD'S NAME to attend NAME OF SCHOOL WHERE THEY HAVE BEEN ALLOCATED A PLACE.

I believe that it would not be suitable for CHILD'S NAME to attend ALLOCATED SCHOOL NAME 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