

# St Hilda's Church of England High School

## 2025 Year 7 Admission Appeals

If your request for a place at a particular school has been refused you can appeal. This applies to Community Controlled, Voluntary Aided, Academy and Trust Schools.

### How to appeal

If your child is refused a place at any school, you will receive a letter from your Local Authority. This will explain why your child has been refused a place and which options are available to you.

To make an appeal for St Hilda's CE High School you must complete an Appeal Form. We do not offer a paper application form and only accept online submissions.

### Timetable for September 2025

Appeals for September 2025 admission will be heard according to the following timetable:

Offer date	Appeals lodged by	Appeals Scheduled
3rd March 2025	31 March 2025	12 <sup>th</sup> May – 23 <sup>rd</sup> May

**You should submit your appeal form by 31st March 2025.**

This will ensure that the Panel hears and makes a decision on your appeal during the appeals scheduled for Monday 12<sup>th</sup> May to Friday 23<sup>rd</sup> May 2025.

If this deadline is missed, your appeal may not be heard until September or October.

## **Preparing for an appeal hearing**

You will receive notification of the date at least 10 school days in advance of the appeal hearing.

A statement outlining the reasons as to why your child has not been offered a place will be sent in a reasonable time before the date of the hearing.

## **Additional evidence to support an appeal**

You can submit additional evidence, which was not included with your initial appeal. If you wish to do this, you must make sure that it is received within a reasonable time before the hearing date (normally five working days).

Any additional evidence or information received too late may not be able to be considered at the appeal hearing. The Appeal Panel must decide whether it should be considered, taking into account its significance and the effect of a possible need to adjourn the hearing.

## **What happens during a school appeal?**

### **The appeal hearing**

Your appeal case will go before an Independent Appeals Panel and you will be invited to the hearing to present your case. If you do not wish to attend, the Panel will base their decision on the information provided in your written appeal.

If you choose to bring a representative, they must not be an employee or governor of the school that is the subject of the appeal, as this could create a conflict of interest and be unfair to other parents who are appealing.

Before the hearing you might like to make a brief note of what you want to say and any questions you might like to ask the Panel.

### **The Independent Appeal Panel**

The Panel will consist of three members, with one person from each of the categories below:

1. At least one Lay Member. Lay Members are people without personal experience in management or provision of education in any school. Lay Members may have experience as governor of other schools or have been involved in education in any other voluntary capacity.

2. At least one member who does have personal experience in education who is acquainted with educational conditions in the area or who is the parent of a registered pupil at a school.
3. The third Panel member will be from either 1 or 2. The chair may either be a Lay Member or a person experienced in education.

There will also be a Clerk to the Panel who will seek advice on any legal issues if necessary and will note the proceedings. The Clerk remains with the Panel while they are making a decision but has no part in the decision making.

A representative from St Hilda's will also be there to explain the reasons for refusal.

### **The Panel's decision**

The Panel members will make their decision in private. If there are multiple appeals no decisions can be made until all the appeals have been heard. St Hilda's appeals are scheduled to take place over 2 weeks.

You will be informed of their decision, preferably by email, within five working days. If your appeal is successful your child will be awarded a place at St Hilda's.

### **Further appeals**

The decision of the Panel is final and binding between the school and yourself. If your appeal is refused no further application can be made for the same school in the same year group unless there is a material change of yours or the school's circumstances.

Liverpool Council's Admissions Team will be able to give you information on other local schools with available places.

However, if you lose the appeal and you think your case has been dealt with unfairly or unlawfully, you have the right to contact the [Local Government Ombudsman](#).

### **Personal Data**

St Hilda's appeals are administered by Wirral Metropolitan Borough Council who are committed to protecting your privacy when you use council services.

[This privacy notice](#) explains how the Council (as a Data Controller) collects, uses and protects the personal data that they hold.