

What happens if I have been refused a primary school place?

Waiting Lists

If you have not been offered your highest ranked school, your child will automatically be placed on the waiting list for any Wakefield school preference higher than the one allocated. **The waiting list will be in operation for the academic year you have applied for and will be maintained for that school year only.**

If you would like your child to remain on the waiting list for the following school year, you will need to reapply. Please contact the Admissions Team to request an application form.

If you wish to find out your waiting list position(s) please contact the Admissions Team on 01924 306052. Please be aware that the waiting lists are compiled in strict priority order against the over-subscription criteria. Therefore your waiting list position could move up or down if new applications are received.

PLEASE NOTE if you have moved house, in order for your child to be placed in the correct priority on the waiting list, please provide School Admissions with the following written evidence of your new address:

- Council Tax bill
- Proof of Child benefit
- One utility bill

Please note that unless the written evidence you provide proves, to the satisfaction of the Local Authority, that your child has moved to the address that you indicate, we will not be able to consider your application from the new address.

Appeals

Where you have been refused a place at any of your preferred schools you may appeal to an Independent Appeals Panel against any decision made by the LA. This includes decisions made by the LA on behalf of an academy / voluntary aided school's governing body.

If you wish to appeal against any refusal of a school place then you must set out your reasons for appealing by completing a School Admissions Appeal Form(s), which is available online at:

www.wakefield.gov.uk/residents/schools-and-children/schools/admissions/appeals

To help you to complete the form, a Guide to School Admission Appeals is also available. The form(s) should be returned to The Clerk to the Appeals Panel, Committee Services Team, County Hall, Bond Street, Wakefield, WF1 2QW within 21 days of the date of this letter.

If you have submitted an appeal and wish to find out more information about your appeal please contact the Committee Services Team on 01924 305338.

If you wish to appeal for one of the following Voluntary Aided Schools please contact the Admissions Team on 01924 306052 to obtain the relevant form:

All Saints Featherstone CE (VA) J, I & Nursery School
Alverthorpe St Paul's CE (VA) School 3-11 Years
Normanton All Saints CE Infant School
Ossett Holy Trinity CE (VA) Primary School
Sandal Castle VA Community Primary School
St Giles CE Academy
St Helen's CE Primary School
Wakefield St John's CE (VA) J & I School
Wakefield St Mary's CE (VA) Primary School

If you wish to appeal for a place at a school located outside the Wakefield District then you should contact the relevant LA to obtain the appropriate documentation.

The offer of a school place is based on the information provided on your application form. If the LA subsequently finds this to be fraudulent, the school place offered to your child may be withdrawn.