



Ightham Primary School

The Pioneer Academy



Appeals Process

Reception 2026 – Key Stage 1 appeals

The law states that infant classes must be limited to a maximum of 30 children which has an impact on how an appeal is considered. There are only certain circumstances under which an appeal panel can uphold a Key Stage 1 appeal and if an appeal does not satisfy any of these conditions then it cannot be upheld in favour of the parent/carer.

The panel may only uphold the appeal at the first stage where:

- a) it finds that the admission of additional children would not breach the infant class size limit or
- b) it finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied or
- c) it decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

If you are unhappy with the school place you've been offered, you can appeal for Ightham Primary School if it is one of the schools named in your application. If your appeal is successful, you must remember to tell the school you were originally offered that you no longer want the place.

For foundation schools, voluntary aided schools, free schools and academies: you must write to the clerk of governors at the school using the appeals form [online](#).

Appeal hearing

The hearing lets you explain to an independent appeal panel why you think your child should be given a place at the school and lets the school explain why it could not offer your child a place. The panel clerk will contact those who have appealed directly to inform them how the appeal will be heard.

You will be informed of the date of your appeal at least 14 calendar days before it is heard and a complete copy of the appeals paperwork will be sent to you at least 7 calendar days before the hearing.

You can get advice regarding appeals on 03000 414222 or email appeals@kent.gov.uk for support.

You must submit your appeal before Monday 18 May 2026 for it to be considered by Monday 20 July 2026 – See Appendix A for timelines/dates. Any appeals received after this time will be heard within 40 school days from the deadline, or where reasonably possible in line with updated guidance from the Department for Education.

For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged where reasonably possible in line with updated guidance from the Department for Education.

Additional supporting information

If an appellant wishes to submit further evidence, which was not included with their initial appeal, they should ensure this is received at least **seven clear working days** (not counting the day of postage or the hearing) in advance of your appeal.

Only a short document, such as a doctor's letter not previously available, will be accepted up to five clear working days prior to the hearing. **Any additional evidence or information received after this deadline will not be circulated and may not be considered at the hearing.**

Current appeal procedures

The conduct of an Appeals Panel is governed by the DfE School Admission Appeals Code of Practice. The Appeal Panel's decision is binding on the Authority and the School.

If you consider that the panel acted improperly or unreasonably in handling your case you can make a complaint:

For Academies:

Academy Admission Appeal Complaints
Academies Central Unit, Education Funding Agency
8th Floor, Earlsdon Park
Butts Road
Coventry CV1 3BH
<http://www.education.gov.uk/>

Admissions Dates and Appeals Timetable 2026

Admissions Dates:
Deadline for accepting or declining the offer of a place made on 30 April 2026
Deadline for lodging Appeals against a decision not to offer a place at Halstead Community Primary School – see timetable below.

Appeals Timetable:	
18 May 2026:	Deadline for lodging Appeals against a decision not to offer a place at Halstead Community Primary School.
June – July 2026:	<p>Appeals will be heard up to 40 school days after the deadline.</p> <p>Appellants will receive at least 10 days' notice of their appeal hearing.</p> <p>Decision letters will be sent within 5 school days of the hearing wherever possible.</p>
Late applicants:	Appeals will be heard within 40 school days of the deadline for lodging appeals – where possible, or within 30 school days of the appeal being lodged.
In-Year Appeals	Will be heard within 30 school days of the appeal being lodged.