

## What do I do if I am unhappy with the school/academy place allocated to my child?

### Waiting list Stage

Parents can accept or decline the offer that has been made by the Local Authority on allocation day. If you are unhappy with the offer they have made, you can ask to be reconsidered for one of your original preferences or add new school preferences. However, it is strongly advisable to accept the school place allocated to ensure your child has a school place for September 2025. Accepting a school place does not affect your right to request reconsideration or to appeal.

If you wish to decline a place, please be aware that it will then become available to other applicants, and you will not be offered this place again. Please think carefully before declining the offer of a school place because it is your responsibility to ensure that your child is in receipt of appropriate education.

Children are **not** automatically placed on **waiting lists** on allocation day. In order for your child to be placed on school waiting lists you will need to **request it** for your preferred schools by **Midnight on 10th March 2025**. On receipt of the request the Local Authority will add your child's name onto a waiting list for the school and if places become available, further offers will be made from the waiting list which is kept in line with the admissions criteria of the school/academy during the reconsideration stage. At this stage the Local Authority cannot take individual circumstances or personal reasons for wanting the school/s into account.

*For example: If you have made a request for your application to be reconsidered and you are next in line (1st on the waiting list) and another parent declines their offer, this place will then be offered to your child. Please note the original school offered is automatically withdrawn.*

Your request to reconsider your application or for your child's name to be added to a school's waiting list **must** be made on the reply form (enclosed with the allocation letter) or by emailing Co-ordinated Admissions [school.admissions@gloucestershire.gov.uk](mailto:school.admissions@gloucestershire.gov.uk) and must be returned by the **waiting list closing date of 10th March 2025**. You will be informed of the outcome of the waiting list request **after the 28th March 2025**. For further details about this please visit <https://www.gloucestershire.gov.uk/schooladmissions/transfer-to-secondary-school-or-from-middle-to-high-school-september-2024/>

### Can I stay on a school/academy's waiting list?

If you have not been allocated your preferred school/ academy after reconsideration, you can choose to remain on their waiting list. Waiting lists will follow the admission criteria for each school/academy and children may move up or down as places are offered or new children with higher priority under the admission criteria join the list (e.g. if a new child moves into the area and lives closer to the school/academy they will join the waiting list at a higher point than children living further away, even if they have been on the waiting list for longer).

### If my child is refused a place at my preferred school/academy can I appeal?

If you are unsuccessful in gaining a place at the reconsideration stage, you have a legal right to appeal if you think you have exceptional circumstances supporting why your child should have a place at your preferred school/ academy. If you wish to appeal the decision about not getting a place at Farmor's

School please contact **Amanda Sampson (Admissions Manager)** [asampson@farmors.gloucs.sch.uk](mailto:asampson@farmors.gloucs.sch.uk) or 01285 712302 at Farmor's School for further information about how to appeal.

The deadline for lodging an appeal is **TBC**

Your case will be decided by an Independent Appeal Panel at a meeting to which you will be invited. The Panel's decision is legally binding on all parties, and can only be challenged if the procedure was not followed correctly. **The appeals will be held on a date to be confirmed.**

Unless there are significant and material changes in circumstances, only one appeal application may be made for each academic year for each school/academy. We strongly recommend that you accept the school/academy place offered, even if you are intending to appeal for another school/ academy. This ensures that your child has a school/academy place in September 2025 if your appeal is unsuccessful.

For further information regarding school admissions please use the link below  
<https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/>