



Hollington Primary School

The Pioneer Academy

Hollington Old Lane, St Leonards-on-Sea, East Sussex, TN38 9DS

Tel: [01424 851783](tel:01424851783)

Email: office@hps.e-sussex.sch.uk



Appeals Policy

Reception Admissions September 2025

Reception 2025 – 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.

We would encourage you in the first instance to discuss your case informally with a member of the East Sussex Admissions Team who will give you advice and explain the process.

https://apps.eastsussex.gov.uk/educationandlearning/schools/findingaschool/appeals/form/intro?utm_source=shorturl-schoolappeals&utm_medium=shorturl&utm_content=shorturlreviewjan2020&utm_campaign=webteam

To register an appeal, please contact the school after 15th May 2025.

Appeals resulting from applications which are turned down for admission in September 2025 will be heard according to the following timetable:

Allocation letters sent out/online applicants informed by ESCC	Appeals lodged by	Appeals will be heard between
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Wednesday 16th April 2025

4pm on 19th May 2025

Tuesday 4th June – Wednesday 23rd July 2025

Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date.

Head Teacher – Mrs Grace McDougall

The Pioneer Academy is committed to safeguarding and promoting the welfare of all our pupils and expect all staff and volunteers to share this commitment.



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Appellants will be sent notification of their appeal hearing at least 10 clear school days in advance of the hearing.

Appellants will be sent a copy of the school's case at least seven clear working days in advance of the hearing.

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/>

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