



Frequent Asked Questions – For School Admission Appeals

(Last Updated - February 2024)

Q1. Should I accept the school place that has been offered to me?

A1. It is not guaranteed that you will win the appeal for the school place, therefore it is suggested that you accept your first offer and wait until the outcome of the appeal. You are advised to also contact your Local Authority to see if there are other schools with vacancies for the year group that you would prefer.

Q2. Can I contact other Local Authorities to request a school place?

A2. Yes. If you are on the borderline of two Local Authorities then you can contact both to request a school place. However, for all applications for Reception or Y7 you must apply via your own Local Authority and include the school as a preference.

Q3. Where do I find the Local Authority contact details?

A3. Please find the details on the last page of the Appeals Guidance on our website

Q4. What do I do if I forgot to submit my child's Baptism Certificate?

A4. Please send a copy to school, as this will change your position on the waiting list. Please also submit a copy to aes@rcaol.org.uk stating child's name, date of birth, school applied for and local authority.

Q5. Why can't I see the school I want to appeal for on the form?

A5. All the schools we process appeals for are on the drop-down form. If you cannot find your school, we do not process their appeals. You will need to contact the Local Authority for the school you are appealing against.

Q6. When will my appeal be?

A6. We are working as fast as we can to process your appeal, but please be aware that for mid-year appeals we have 30 school days and for main intake we have 40 school days from date of receipt of your appeal to arrange a date.

Q7. What documents will help support my appeal?

A7. Any documents that you feel that will support your case. This could be baptism certificates, and medical letters if there are any medical issues.

Q8. Who do I send the supporting documents to?

A8. Please email them to aes@rcaol.org.uk. Please provide:

- Child name
- Child DOB
- Name of School you are appealing against
- Name of Local Authority

Q9. When will I be notified about the appeal date?

A9. If you have not been notified by 11th June by post, please call the Education Department on 0151 522 1071.

Q10. Where will my appeal be?

A10. It will be on Microsoft Teams. Full joining instructions will be sent to you with the appeal papers.

Q11. Who will send me my link?

A11. The Clerk of the appeal will send you your link a couple of days/the day before the appeal. If you have not received the link before the morning of the appeal, please phone the Archdiocesan Education Department on 0151 522 1071.

Q12. When will I hear about the result of my appeal?

A12. The Clerk will send you the results as soon as they can, once the appeal is heard. However, please be aware if there are more than one day's worth of appeals for the same school, then you will not hear until all appeals for that school have been heard. This could take up to 4 weeks from the date of your appeal.

Q13. Can I appeal again later in the year if my child is unsuccessful?

A13. Unfortunately not. You can only appeal once for that school every academic year. However, you are able to appeal for a different school.

Q14. Can I appeal for more than one school?

A14. You can appeal for any school which you have applied to and been declined a place.

Q15. I have changed my mind and want my child to go to a different school that I haven't applied for. What do I do?

A15. You need to contact the Local Authority and ask to change your preference.

Q16. I require an interpreter, what do I do?

A16. The Appeal form asks if you require an interpreter and for what language. When we arrange the appeal, we will also arrange for an interpreter to be invited to the Appeal via Microsoft Teams to translate for you.

Q17. I don't have a computer/laptop, how can I complete a form?

A17. You can complete a form using your smartphone, alternatively ask a family member or friend to help you register using their computer/laptop. You could also visit your Local Library which may have a computer you can use. If you are unable to register using any of the above, please call the Archdiocesan Education Department on 0151 522 1071.

Q18. I no longer wish to appeal/ I have been offered a place with the school or I have accepted a place with another school. What do I need to do?

A18. Please call the Archdiocesan Education Department on 0151 522 1071 IMMEDIATELY so that the appeal can be cancelled.

Q19. Can I appeal for more than one child?

A19. Yes. Please complete one form for one child, and we will endeavour to arrange all the appeals on the same day.