

St Hilda's Church of England High School

Year 7 Admission Appeals – 2026 Entry

If your request for a place at a school has been refused, you have the right to appeal. This applies to Community, Voluntary Aided, Academy and Trust schools.

How to Appeal

If your child is refused a place at any school, you will receive a letter from your Local Authority explaining the reason for refusal and outlining your options.

To appeal for a place at **St Hilda's Church of England High School**, you must complete the online Appeal Form. We do not provide a paper version and only accept online submissions.

Appeal Timetable for September 2026 Entry

Appeals for September 2026 admission will be heard according to the following timetable:

National Offer Day	Appeals Lodged By	Appeals Scheduled
2nd March 2026	13th April 2026	15th – 19th June 2026

You should submit your appeal form by **13th April 2026**. This ensures that the Panel can hear and decide on your appeal during the scheduled hearings from **Monday 15th June to Friday 19th June 2026**.

If you miss the deadline, your appeal may not be heard until September or October.

Preparing for an Appeal Hearing

You will receive at least 10 school days' notice of the date of your appeal hearing.

A statement explaining the reasons why your child was not offered a place will be sent to you in advance of the hearing.

Submitting Additional Evidence

You may submit additional evidence to support your appeal if it was not included with your original submission. This should be provided within a reasonable timeframe before the hearing (normally five working days).

Any evidence received late may not be considered. The Appeal Panel will decide whether it can be accepted, taking into account its relevance and whether accepting it would require the hearing to be adjourned.

What Happens During a School Appeal?

The Appeal Hearing

Your case will be considered by an Independent Appeals Panel, and you will be invited to attend the hearing to present your case. If you choose not to attend, the Panel will make its decision based on your written submission.

You may bring a representative; however, they must not be an employee or governor of St Hilda's, as this could create a conflict of interest.

You may find it helpful to prepare notes in advance outlining the key points you wish to raise.

The Independent Appeal Panel

The Panel will consist of **three members**, drawn from the following categories:

1. **At least one Lay Member** – someone without personal experience in the management or provision of education. They may have served as a governor or volunteered in education.
2. **At least one Member with experience in education** – someone familiar with local educational conditions or a parent of a registered pupil.
3. The third member will be from either category above. The Chair may be either a Lay Member or someone with educational experience.

A Clerk to the Panel will be present to advise on legal matters and record the proceedings. The Clerk remains with the Panel during deliberations but does not take part in the decision-making.

A representative from St Hilda's will also attend to explain the reasons for refusal.

The Panel's Decision

The Panel will make its decision in private. If multiple appeals are being heard, no decisions will be made until all cases have been considered.

You will be informed of the outcome, preferably by email within five working days. If your appeal is successful, your child will be offered a place at St Hilda's.

Further Appeals

The Panel's decision is **final and binding**. If your appeal is unsuccessful, you cannot submit another appeal for the same school and year group unless there is a material change in your circumstances or the school's circumstances.

Liverpool City Council's Admissions Team can advise you on other local schools with available places.

If you believe your appeal was handled unfairly or unlawfully, you may contact the Local Government Ombudsman. [Local Government Ombudsman](#).

Personal Data

St Hilda's appeals are administered by Wirral Metropolitan Borough Council, who are committed to protecting your privacy when you use their services.

Their privacy notice explains how the Council, as Data Controller, collects, uses and protects the personal data they hold. [This privacy notice](#)