Admission Appeals Process for Reception Places in September 2026

If you made an application for a Reception place at Rosary, by 15 January 2026, you will receive notification on whether or not you have been allocated a place for your child on "National Offer Day" on 16 April 2026.

If your application is unsuccessful, and you are not offered a place at Rosary, you have the right to appeal against the decision. An Appeal Application Form can be found alongside this document; this should be completed and either returned to the school or e-mailed to admission.appeals.hcp@gmail.com, which is monitored by the independent team appointed by five Catholic primary schools in Hounslow to administer any admission appeals.

Written appeals must be submitted by 5pm on Friday 15 May 2026 to ensure that appeals will be held before the end of the Summer Term 2026. All appeals submitted by this date will be heard by Friday 10 July 2026.

Written appeals made after 15 May 2026 will still be heard, but may not be scheduled until September 2026. They will be heard within 40 school days from the deadline for lodging appeals where possible or within 30 school days of the application being lodged.

Decisions of appeals will be notified to parents and the school by the Clerk to the Panel within five school days of the hearing wherever possible.

Points to note:

- Appellants will be notified of appeal hearing dates and times at least ten school days in advance of the hearing.
- Appellants will be sent a copy of the school's statement seven clear school days in advance of the hearing.
- If appellants want to submit further evidence that was not included with their initial appeal, it must be received by the Clerk to the Panel (at admission.appeals.hcp@gmail.com) no later than five clear school days prior to the appeal hearing. If any additional evidence or information is received after this date, there is a possibility that it might not be considered at the appeal hearing. The Appeal Panel will decide whether it should be considered, taking into account its significance – it might require an adjournment of the hearing.

General information about School Admission Appeals can be found in a guide published by the DfE:
https://www.gov.uk/government/publications/admission-appeals-for-school-places/advice-for-parents-and-guardians-on-school-admission-appeals

Rosary is its own Admissions Authority, as a Voluntary Aided School; the Local Authority is not administering the Admissions Appeals.

Where will my appeal be heard?
It is anticipated that hearings will be heard virtually, using "MS TEAMS". If you are not able to access MS TEAMS, you should contact the Clerk to the Panel, who will endeavour to make alternative arrangements.

Who attends the hearing?
The hearing is normally attended by three Independent Panel members, the Clerk to the Panel, representatives from the School (the School is the Admissions Authority) and the appellant(s), accompanied by a representative if the appellant(s) wishes.

I have a disability – is special help available?
If you have a disability, or require any other assistance (interpreter, etc) you should indicate this on your Appeals Application Form. The Clerk to the Panel can then take this into account when arranging the meeting.

When will I be notified of the decision?
The Clerk to the Panel will confirm the timescale for you to be notified of the decision at the end of the hearing. This will normally be within five school days of the hearing; however if there are a number of appeals that are being heard over more than one day, the notification will be within five school days of the last appeal. This is because the Panel will make their decisions about all appeals from a school once they have all been heard.

Further information
If you have any questions, or require more information, please send an e-mail to admission.appeals.hcp@gmail.com and one of the Clerks will contact you.