

Renfrewshire Council: Children's Services
Making an appeal against a refusal to place
Your child in the school of your choice
Information for parents

The refusal letter includes the reason(s) why we refused your request.

Under Section 28C (1) of the Education (Scotland) Act 1980 parents whose placing requests have been refused are entitled to appeal against this decision. You must appeal to the director of children's services within 28 days of receiving the letter refusing your request. Your appeal will be considered by an appeal committee set up by the council.

The information which follows outlines how to lodge an appeal.

1. We must provide you with our decision on your original request by 30 April
 - if the placing request was for entry to a school at the start of the new school session, and
 - your request was received before 15 March.
2. If you wish to appeal, you are required to lodge your appeal to the council within 28 days of receiving the letter telling you that your request has been refused. You have no right to appeal against a refusal to place your child in a nursery school.
3. No matter how many requests you have made you can only make one appeal in a twelve month period unless we have reconsidered your request, after a review, and have refused your request a second time.
4. If you wish to lodge an appeal our preferred method of doing so is by email to the Director of Children's Services at admissionsandtransfers@renfrewshire.gov.uk. If you do not have access to email then you can lodge your appeal in writing to the Director of Children's Services Renfrewshire Council, Renfrewshire House, Cotton Street, Paisley, PA1 1LE. You may wish to call 0300 300 0170 in advance of posting your appeal so that we know to expect it.

Your appeal should give your name, address, contact telephone number, email address if available, the name of your child for whom the appeal is being made, the name and address of the school of your choice, the date and reference of the letter of refusal and a statement indicating why you wish to appeal against this decision, i.e. that the council has rejected your placing request unfairly in terms of its stated procedures.

5. You will be given the opportunity to advise the appeal committee of the reasons for your appeal.
6. If you lodge an appeal, you will receive an acknowledgement within 5 working days of receipt either by email, where an email address has been provided, or by telephone, where no email is provided.