

School Admission Appeals Timetable

Applies from 1 March 2021

School Admission appeals are administered in accordance with the requirements of the 2012 School Admission Appeals Code issued by the Department for Education. From the 31st January 2021 the School Admissions (England)(Coronavirus)(Appeals Arrangements)(Amendment) Regulations 2021 apply and will remain in force until the 30th September 2021.

Parents whose admission application is refused will have the legal right to appeal that decision. To lodge an appeal, complete and return the Appeal Form which can be downloaded from the Academy website or requested from the Main Reception Office.

On receipt of the completed Appeal Form, the Admission Authority will arrange for an appeal hearing to take place before an independent Appeal Panel. The timetable differs depending on when the appeal is lodged and whether it relates to an application to start at the Academy for the first time in September 2021 or to join the Academy during the academic year.

The following timetable applies:

Starting School in September 2021 – For admission decisions issued on 16 April 2021

For an appeal Form submitted to the School Office by 17 May 2021	An appeal hearing will take place as soon as reasonably practicable
--	---

Starting School in September 2021 – For appeals lodged after 17 May 2021

It may be possible for appeals lodged after 17 May 2021 to take place at the same time as those lodged before this deadline, providing there is sufficient time to make the appropriate arrangements. Otherwise, appeals lodged after 17 May 2021 will be heard **as soon as reasonably practicable** following receipt of the completed appeal form

Lodging an appeal relating to an In-Year admission application decision

An appeal may be lodged within **30 calendar days** of the admission decision being issued. An appeal hearing will be scheduled to take place as soon as reasonably practicable following receipt of the appeal form

4. Administrative timetable

Identification and appointment of independent appeals clerk and appeal panel members	As soon as possible after receipt of the appeal form
The Appeal Clerk will notify appellants of the date and time of the appeal hearing and the names of the independent appeal panel members (appellants may choose to waive this right of notice).	Posted out at least 14 calendar days before the appeal hearing is to take place
The Appeal Clerk will issue a written statement prepared by the Admissions Authority to explain the reasons for refusal	Posted out at least 7 calendar days before the appeal hearing is to take place
Additional information relevant to the appeal may be submitted to the clerk for distribution. Information submitted after this deadline will not be considered unless the chair of the Appeal Panel specifically agrees to this.	Up to 2 calendar days before the appeal hearing is to take place
The decision of the Appeal Panel will be notified to the appellant(s) in writing.	Posted out within 7 calendar days following the appeal hearing or in the case of an appeal conducted on the basis of written submissions only, within 7 calendar days of the appeal panel making their decision