

Archbishop Benson C of E Primary School Timetable for organising and hearing Admissions Appeals – for 2016/17 Intake

The Appeals Process

In accordance with the Admissions Code 2014, you have the right to appeal the refusal of a place at Archbishop Benson C of E Primary School. When you are refused a place at your preferred school, you will be sent details of how to appeal if you wish to and the deadlines and relevant timescales for this process. The deadline for appeal submissions is 13 May 2016 and appeal hearings will take place during June/July 2016. Appeals for late applications will be held as per the timeline in the admissions booklet. If an appeal is submitted, the place offered at an alternative school will be kept open until the outcome of the appeal is known.

Appeals are heard by an independent panel. A decision by an appeal panel whether or not to offer a school place is binding on the admission authority. If your appeal is unsuccessful, you may not appeal again for the same school within the same academic year unless there has been a change of address or significant material change in your circumstances.

Cornwall Council's Democratic Services will arrange appeals on behalf of Archbishop Benson C of E Primary School.

Timetable for organising and hearing Admissions Appeals

Here is our timetable for organising and hearing appeals:

1. There is a deadline for the lodging of appeals which allows appellants 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal;
2. Appellants are given 10 school days' notice of their appeal hearing;
3. This notice includes reasonable deadlines for appellants to submit additional evidence, for admission authorities to submit their evidence, and for the clerk to send appeal papers to the panel and parties;
4. We ensure that decision letters are sent within 5 school days of the hearing wherever possible.

The Academy ensures that appeals lodged by the appropriate deadlines are heard within the following timescales:

- for applications made in the normal admissions round, appeals **must** be heard within 40 school days of the deadline for lodging appeals;
- for late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged;
- for applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged.
- Any appeals submitted after the appropriate deadline **must** still be heard, in accordance with our usual timescales.

Notifying appellants of the right to appeal and the appeal hearing:

When a parent/carer is informed of a decision to refuse their child a place at a school for which they have applied, the following information is included:

- the reason why admission was refused;
- information about the right to appeal;
- the deadline for lodging an appeal and the contact details for making an appeal.

Parents/carers are informed that, if they wish to appeal, they have to set out their grounds for appeal in writing. The grounds on which an appeal can be made are not allowed to be limited.

No later than 10 school days before the hearing, Democratic Services on behalf of the school provides appellants with written notification of the date of and arrangements for the hearing. The notification includes a deadline for the submission of any further evidence that was not sent with the initial appeal. Appellants are informed that any information or evidence not submitted by the deadline might not be considered at the appeal. They are asked whether they intend to call any witnesses or be represented at the hearing. Parents/carers may waive their right to 10 school days' notice of the hearing.

The Academy complies with reasonable requests from parents/carers for information which they need to help them prepare their case for appeal.