



All Saints' and St Richard's Church of England Primary School

### ***School Admissions Appeal Timetable***

***2018-19***

1. School Admission appeals are administered in accordance with the requirements of the School Admission Appeals Code issued by the Department for Education. [See this link](#)

See also the School Admission Appeals Guide from East Sussex County Council [on this link](#) .

2. If you have applied for a place at All Saints' & St Richard's and your child has been refused admission, you have the legal right to appeal against that decision if you have parental responsibility for the child (see the guide). An appeal form can be requested from the Reception Office.

3. The following timetable will apply:

- i. Appeals lodged in connection with entry into Reception Class for September 2019. The Admission decision will be notified by the Local Authority on 16 April.
- ii. Appeal Deadline: The Appeal Form to be submitted to the school by 18 May 2019.
- iii. Appeal hearing will take place within 40 school days of the appeal deadline

4. Appeals lodged after the 2019 appeal deadline

- i. It may be possible for appeals lodged after 18 May 2019 to take place at the same time as those lodged before this appeal deadline, but only where there remains sufficient time to make the appropriate arrangements. Otherwise (late) appeals will be heard within 30 school days of receipt of the appeal form

5. Appeals lodged in connection with applications for places required during the academic year (In-year admission)

- i. An appeal must be lodged within 25 days of being told that the application has not been successful, but not beyond the academic year in question.
- ii. An appeal hearing will be scheduled to take place within 30 school days of receipt of the appeal form

6. Administrative timetable applicable to all appeal hearings

- i. As soon as possible after receipt of the appeal form Appellant(s) will be notified of the date and time for his/her appeal hearing and provided with the names of the independent appeal panel members at least 10 school days before the appeal hearing is to take place:
- ii. The clerk will provide the appellant(s) and independent appeal panel with all the information submitted in connection with the appeal, including the appeal submission from the Appellant and a statement prepared by the Admissions Authority to explain the reasons for refusal 7 working days before hearing not including the day on which the documents are despatched. The submission of the Admissions Authority must include the reasons for the decision to refuse admission and an explanation as to how admission of an additional child would cause prejudice to the provision of efficient education or efficient use of resources.
- iii. Further (new) information relevant to the appeal may be submitted to the clerk for distribution to all parties. No later information will be accepted unless agreed by the Chairman up to three school days before the appeal hearing is to take place.
- iv. The appeal panel is independent of the school
- v. You are entitled to appear in person at the hearing and make representations. The Admission Authority will also be represented. You can find out more about this in the Appeal Guide ([link here](#))
- vi. The final day for hearing appeals for a place in September 2019 will be Friday 19<sup>th</sup> July, and for In-Year appeals within 30 school days of receipt of the appeal.
- vii. The appeal panel decision is binding and will be notified to appellant(s) in writing within five school days following the appeal hearing.