

## Procedures for Admissions Appeals

The Academy follows the mandatory requirements and statutory guidance for admissions which can be found by following the [link](#).

In all cases the appeal must be lodged in writing to the Principal within 20 school days from the date an appellant receives notification of an unsuccessful application. The letter must state the grounds upon which the appeal has been lodged, but does not require any additional supporting documentation, this can be submitted at a later stage in the process.

Once a formal appeal has been received the Academy will then seek to appoint a clerk and suitable independent panel to hear the appeal. For further details on the composition of the appeal panel, please see the statutory guidance.

The hearing, which can be in person, via online video conferencing or a hybrid of the two, must take place within the following timescales:

- Applications within the normal round (Year 7 September intake), must take place within 40 school days of the appeal being received.
- Late applications must take place within 30 school days of the appeal being lodged.
- In Year admissions must take place within 30 school days of the appeal being lodged

No later than 10 school days before the hearing, the Academy must provide appellants with written notification of the date of and arrangements for the hearing. The notification must include a deadline for the submission of any further evidence that was not sent with the initial appeal. The Academy must inform appellants that any information or evidence not submitted by the deadline might not be considered at the appeal. Admission authorities must ask appellants whether they intend to call any witnesses or be represented at the hearing. Parents may waive their right to 10 school days' notice of the hearing.

Appellants may be represented or accompanied by a friend. Where an appellant fails or is unable to attend and it is impractical to offer an alternative date the appeal may go ahead and be decided on the written information submitted. Appeal panels must comply with their duties under the Equality Act 2010 when considering an appellant's attendance (either in person or remotely) and representation at the appeal.

The appeal hearing itself, conducted by the independent panel, will follow the order below:

- a) case for the admission authority;
- b) questioning by appellant(s) and panel;
- c) case for the appellant(s);
- d) questioning by the admission authority and panel;
- e) summing up by the admission authority;
- f) summing up by the appellant(s).

Appeal panels must either uphold or dismiss an appeal and must not uphold an appeal subject to any specified conditions. Under section 94(6) of the School Standards and Framework Act 1998, a panel's decision that a child shall be admitted to a school is binding on the admission authority concerned.

The panel must communicate the decision of each appeal, including the reasons for that decision, in writing to the appellant, the admission authority and the local authority. The clerk or chair must sign the decision letter and send it to the parties as soon as possible after the hearing but not later than five school days, unless there is good reason. In the case of applications outside the normal admissions round, the child must be admitted without unnecessary delay.

Appellants do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

Appellants may complain about maladministration on the part of an appeal panel to the Secretary of State in respect of appeal panels for Academies. Admission authorities must inform parents about the arrangements for making a complaint.