

Holy Trinity Academy Appeals Timetable

Date of publication: 19th October 2019

The school will operate within the requirements of the School Admissions Appeal Code. You can access this code at <http://media.education.gov.uk/assets/files/pdf/s/school%20admission%20appeals%20code%201%20february%202012.pdf> . Please read it, as it gives further guidance on the appeals process.

Appeals for Admission to Reception Class in September 2019

Appeals must be lodged within **20 school days** from the date of notification that your application was unsuccessful. This will give time to prepare and lodge a written appeal. The documentation should be sent to the Clerk to governors at the school and also copied to the local authority admissions department.

For parents of children starting school in **September 2019**, the local authority will notify parents of their school offer on the **18th April 2020**. This will mean that the deadline for lodging appeals is **17th May 2020**.

(The calendar of school term dates can be accessed on the school website on the dates and events tab.)

For applications made in the normal admissions round, an appeal will be heard within **40 school days** of the deadline for lodging appeals, i.e. by **19th July 2020**.

For late applications (made after the 15th January deadline), or late appeals (lodged after the 20th May deadline), appeals will be heard by **21st July** where possible, or if this is not possible then within **30 school days** of the appeal being lodged.

You will receive at least **10 school days'** notice of the time and place of your appeal hearing. Wherever possible we will work with you to make this a mutually convenient time and place.

Please submit any evidence which you wish to be considered by the appeals panel at least **7 school days** before the appeal hearing. This evidence should be sent to the Clerk to Governors at the School, who will copy and forward it to the members of the appeal panel. Please note that any information or evidence not submitted by this deadline might not be considered at the appeal. The school will comply with any reasonable requests from parents for information which they need to help them prepare their case for appeal.

The school will also send you a copy of its case and any associated paperwork at least **7 school days** before the appeal hearing.

You will be notified of the appeal panel's decision by letter. Wherever possible the letter will be sent within **five school days** of the appeal hearing.

Appeals for Admission Outside the Usual Round (moving school)

– the general appeal procedure for all years and all year groups.

The appeals process follows the above pattern, except that the dates will be changed:

You should notify the school and LA of your wish to appeal within **20 school days** of being notified that your admission has been refused.

The school will arrange an appeal hearing within **40 school days** of receiving notice of your appeal.

You will be notified of the place and time of your hearing at least **10 school days** in advance.

Submit your case and evidence to the school at least **7 school days** before the hearing. You will receive a copy of the school's case at least **7 school days** before the hearing.

You will be notified of the outcome within **5 school days**.