

School Admission Appeals Timetable

Applies for appeals lodged between 1 March 2014 and 28 February 2015

The school admission appeals timetable set out below is provided in accordance with the requirements of the School Admission Appeals Code issued by the Department for Education. 'Any person who applies for a school place, for a child in his/her care and whose application is refused, has the legal right to appeal against the decision of the admission authority concerned'.

If your child has been refused admission to Kingshill Church School and you wish to appeal this decision, you must download and complete the appeal form provided on the website or obtain a paper copy from the school Reception Office. Appeals will be administered strictly in accordance with the following timetable:

1. Appeal hearings

- **Appeals in connection with starting in the Reception Year in September 2014**

Applicants who wish to appeal a school placement decision issued by North Somerset Local Authority on 16 April 2014 must post, email (observing security of data) or deliver a completed appeal form to the School Reception Office by 3 pm on **16 May 2014**.

Appeal hearings will be scheduled to take place within **40 school days** of 16 May 2014

Late appeals

Appeal forms submitted to the school Reception Office after 16 May 2014 will be administered as soon as possible. Where there is still sufficient time to process the appeal form and make suitable arrangements, an appeal hearing will be scheduled to take place with 'on time' appeals, otherwise within **30 school days** of receipt of the appeal form.

- **Appeals in connection with an application for a school place during the academic year (in-year admission)**

An appeal form may be submitted at any time to the school Reception Office. Appeal hearings will be scheduled to take place within **30 school days** of receipt of the appeal form.

2. Administration

As far as possible, appeal forms will be administered against the following timetable:

- **As soon as possible after receipt of an appeal form**, the Admission Authority will appoint an independent clerk and appeal panel

- **At least 10 calendar days before the appeal hearing** – The clerk will notify the appellant, in writing, of:
 - (a) The date and arrangements for his/her appeal hearing
 - (b) The names of those persons constituting the appeal panel
- **Approximately 10 calendar days before the appeal hearing** – The clerk will provide the appellant and the independent appeal panel with copies of all the documentation submitted in connection with the appeal. This will include a statement prepared by the Admissions Authority setting out the reasons for refusal
- **Up to 2 calendar days before the appeal hearing** – Additional information may be submitted to the clerk. This will be circulated to all parties as soon as possible and may be considered at the appeal hearing at the discretion of the Appeal Panel Chair.
- **Within 5 school days following the appeal hearing** - The clerk will notify, in writing, the decision of the Appeal Panel, to the appellant and the admission authority
- **At any time** – The decision of the appeal panel is binding on all parties. However, an appellant may formally object to the Education Funding Agency if he/she considers that the appeal hearing has not been conducted in accordance with the requirements of the School Admission Appeals Code.
<http://www.gov.uk/government/organisations/education-funding-agency/about/complaints-procedure>
