



Admission Appeals 2016/17

In accordance with the School Admission Appeals Code, Our Children 1st Multi Academy Trust is the Admissions Authority for Pallister Park Primary Academy. In order to discharge our duties under the Code we commission an Independent Consultant, to manage our appeals and convene an independent appeal panel.

TIMETABLE

The following timetable will apply to appeals for Our Children 1st MAT in the academic year 2016/17.

Admissions to Reception

Offer Day – the day offers are sent out informing parents of which school they have been offered a place.	15 th April 2016
Deadline for the receipt of appeals	16 th May 2016
Deadline for appeals to be heard	18 th July 2016
Appeals will be heard between	22 nd June 2015 and 17 th July 2015

Appeals should be made directly to the Academy on the form appended to this document.

Appeals in respect of late applications will generally be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged. Appeals in respect of in-year applications will be heard within 30 school days of the appeal being lodged.

In-Year Appeals

Appeals in respect of transfer/admission applications during an academic year should be made within 10 school days from the decision to decline the application.

Procedure

Appellants (the person(s) lodging an appeal) will receive a letter notifying them of the date, time and venue of the appeals panel appointed to hear their appeal at least 10 school days before the hearing.

Appellants and the admission authority must provide the clerk to the appeals panel with any documents they wish to submit to the panel no later than 6 working days before the appeals hearing.

The clerk to the panel will send to the panel, the appellants and the admission authority all the documentary evidence to be considered at the hearing at least 5 working days before the hearing.

The clerk to the panel will send a letter to the appellants and the admission authority notifying them of the Panel's decision and the reasons for the decision within 5 working days of the hearing wherever possible.

For further information contact:

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