



## Admission Appeals 21/22

In accordance with the School Admission Appeals Code, Our Children 1<sup>st</sup> 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 1<sup>st</sup> MAT in the academic year 2021/22.

#### Admissions to Reception

Closing date for online and paper applications	15 <sup>th</sup> January 2021
Offer Day – the day offers are sent out informing parents of which school they have been offered a place.	16 <sup>th</sup> April 2021
Deadline for the receipt of appeals	20 <sup>th</sup> May 2021
Deadline for appeals to be heard	18 <sup>th</sup> July 2021

**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:**

Pallister Park Primary Academy

Pallister Park,  
Middlesbrough

TS3 8PW

Email: [contactus@pallisterparkprimary.co.uk](mailto:contactus@pallisterparkprimary.co.uk)

Tel: 01642 242174



## Appeal for Admission to Pallister Park Primary Academy

### **NOTICE OF APPEAL AGAINST THE DECISION NOT TO OFFER A PLACE AT THE ACADEMY**

1. Pupil's name .....
2. Date of birth.....
3. Address .....
4. Grounds for appeal (give reasons for wishing child to attend)

<b>Please continue on a separate sheet if necessary.</b>

5. Do you wish to attend the appeal hearing? YES/NO\*
  6. Do you wish to be accompanied by a friend or be represented? YES/NO\*  
(if applicable, please give name and address of person concerned)  
.....  
.....
  7. Signed..... Name in block capitals.....  
Date..... Relationship to child .....
- Contact telephone number.....

The completed form should be sent to:  
Pallister Park Primary Academy  
Gribdale Road  
Middlesbrough  
TS2 8PW  
[contactus@pallisterparkprimary.co.uk](mailto:contactus@pallisterparkprimary.co.uk)

Transfer request declined date:.....