

# The Active Learning Trust

## **School Admission Appeals Deadlines**

As the Admission Authority, The Active Learning Trust (ALT) manages the appeal process for all the schools with the Trust.

Appeals for places at schools within ALT are governed by the current School Admission Appeals Code. This Code applies to admission appeals for all maintained schools and Academies in England. The Code requires that all admission authorities must ensure that appeals lodged by the appropriate deadline are heard with the following timescales:-

- a) For applications made in the normal admission round, (i.e. those applicants who receive an offer of a secondary school place for September 2018 on the 1<sup>st</sup> March 2018 for Year 7 applications, and those who receive an offer of a primary school place for September 2018 on 16<sup>th</sup> April 2018 for Reception classes) appeals must be heard within 40 school days of the deadline for lodging appeals. See tables A & B below.
- b) For late applications, (i.e. those applicants whose application was received after the national closing date for applications for secondary and primary applications and who receive an offer of a secondary school place for September 2017 on or after 24<sup>th</sup> April 2018, or receive an offer of a primary school place for September 2018 on or after 18<sup>th</sup> May 2018) appeals should be heard within 40 schools days for the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged. See table C below.
- c) For applications for in-year admissions, appeals much be heard within 30 school days of the appeal being lodged. See table C below.

A “school day” is defined as any day in which a school is in session. This means that all weekends, bank holidays and school holidays are not counted.

**Table A: Secondary School Admission Appeals**

Date	Event
1 <sup>st</sup> March 2018	Offer letters sent to parents who applied on time
13 <sup>th</sup> April 2018	Deadline for parents to lodge an appeal
W/C 4 <sup>th</sup> June 2018	Secondary School Admission Appeals week

**Table B: Primary School Admission Appeals**

Date	Event
16 <sup>th</sup> April 2018	Offer letters sent to parents who applied on time
15 <sup>th</sup> May 2018	Deadline for parents to lodge an appeal
W/C 2 <sup>nd</sup> July 2018	Primary School Admission Appeals week

**Table C: Appeal timetable for Late and In-Year applications**

Offer Received	Following the receipt of an offer of a school place, parents have the right to appeal for a place at the school where they have been refused a place
Appeal Lodged	Upon receipt of a completed appeal form, the appellant will be sent a letter of acknowledgement within 10 school days
Appeal Date Assigned	The Admissions Appeals Officer will assign the appeal date, which must be within 30 school days of the appeal being lodged (if outside of the appeals deadline date) or within 40 school days (if an appeal is received by the appeals deadline date). The appellant will be sent a letter confirming this date at least 10 school days prior to the hearing date
Appeal paperwork dispatched	The Admission Appeals Officer will send the appellant the pack containing the statements 5 working days prior to the hearing date.
Appeal Hearing	The Admission Appeal will be heard by an Independent Appeals Panel, and will be clerked by a trained clerk.
Decision Letter	The trained clerk for the admission appeal will be responsible for sending a decision letter to parents within 5 school days.