



St Paul's Catholic Primary School

**United Through Jesus in Faith, Love and Learning**

### **Appeals Process & General Appeal Information – Admissions for 2018/9 Academic Year**

#### Important Dates for 2018/19 Admission Year

15 January 2018	– Closing date for applications
16 April 2018	– National Offer Day
1 May 2018	– Parents acceptance of offer
21 May 2018	– Closing date for appeals

Admission Appeals If we do not offer your child a place at your preferred school, you can appeal to an Independent Appeal Panel. For Community and Voluntary-Controlled schools, the Council's Appeals Team at West Berkshire Council (Legal and Democratic Services) manages this process. You can submit an appeal via the West Berkshire Council Website – details regarding the process can be found by following this link: <http://info.westberks.gov.uk/CHttpHandler.ashx?id=7768&p=0>

The closing date to submit an appeal in the normal admissions round is 21 May. This will ensure that your appeal is heard in the main appeal round. Primary School appeals are normally heard in June and July depending on the volume of appeals that are received. Appeals submitted late will still be heard but will be later in the academic year.

Submitting your Appeal An appeal form should be completed and returned as soon as possible after receiving the decision that your child has not been offered a place, or by the deadline given to you for appealing when you received your notification that your child had not been offered a place (you must be allowed a minimum of 20 school days to submit an appeal). Additional information can still be submitted after the appeal form has been returned but should be submitted before the appeal hearing.

## St Paul's Catholic Primary School - **ADMISSIONS APPEAL STATEMENT**

The Next Step Once your appeal form has been received it will be acknowledged as soon as possible and arrangements will be put in place for an Independent Appeal Panel to hear your appeal. You will be given 10 school days' notice of the date, time and location of the appeal hearing. You will also be sent a statement from the Local Authority of the School's Governing Body (depending on whom the admission authority is for the school) and any other information or documents relating to your appeal.

The Appeal Panel will meet and consider your appeal, you will be able to attend and present your case to the Appeal Panel and will be notified of the outcome within five school days. There is no right of appeal against the Appeal Panel's decision but if you consider that the appeals procedure has not been carried out properly, you are able to complain to the Local Government Ombudsman (LGO). Further information can be found at LGO - complaints about school admissions.

Office use only:

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