

## **Studio West School**

### **Admissions Appeals Timetable**

The School Admissions Appeal Code requires the School Governing Body as the admission authority for the school to publish a timetable for organising and hearing admission appeals.

Parents or guardians have a statutory right of appeal against a decision of the Governing Body not to admit their child to Studio West School.

Admission appeals are heard by an independent Appeals Panel. Parents or guardians and the representative(s) of the School Governing Body are invited to attend the Appeal Hearing to put forward their case to the Panel. The Panel Members have no connection with the school or involvement in the admissions process, are trained in hearing admission appeals, and include lay people and people with education experience. The Clerk to the Panel is also independent of the School.

#### **School Transfer Appeals for Year 7 entry in September 2018**

School place offers for September 2018 entry to the Year 7 class will be sent out by the Local Authority on or around the national offer day on 1 March 2018. The deadline for the receipt of admission appeals forms for September 2018 entry to the Year 7 class is **6 April 2018**. Appeal forms should be submitted to the school by that date. These appeals will be heard within 40 school days of that deadline date.

If any late appeals are received after the deadline, if it is possible to do so, these will be heard within the same timescale. If this is not possible a late school transfer appeal will be heard within 30 school days of the appeal form being received by the school.

#### **In Year Appeals**

In year appeals for other year groups will be heard within 30 school days of the appeal form being received by the school

If your child has not been offered a place at Studio West School and you want to appeal against that decision, contact the School Office for an appeal form. Complete the form and return it directly to the school as soon as possible enclosing any supporting information that you want the Appeals Panel to consider. You will receive a letter with the date and time of the Appeals Panel and guidance on the appeals process at least 10 days before the Hearing.

If you have additional evidence that you want to submit after you have sent in your appeal form, this must be received by the school no later than 7 school days before the date of the Hearing.

You will receive a copy of the information that the Governing Body will be presenting to the Appeals Panel, and the names of the Panel members who will consider your appeal, at least 5 school days before the Hearing. The Governing Body statement will include the reasons why your child was refused a place.

Panel Members will receive all the documentary evidence for the appeal at least 5 school days before the Hearing

After the Hearing, the Clerk will inform parents/guardians and the School Governing Body in writing of the Panel decision and the reasons for this, within 5 school days where possible

Further information on the appeals process is available in the School Admissions Appeal Code. This can be viewed or downloaded from the Department for Education website