

**St. Mary's Church of England (Aided) Primary School
Normandy, Horsham, West Sussex, RH12 1JL**

School Admission Appeals Timetable

Applies for appeals lodged between 1 March 2018 – 28 February 2019

School Admission appeals are administered in accordance with the requirements of the School Admission Appeals Code issued by the Department for Education.

If you have applied for a place at St. Mary's C of E (Aided) Primary School and your child has been refused admission, you have the legal right to appeal against that decision. An appeal form can be downloaded from the school website or requested from the school office.

The following timetable will apply:

1. Appeals lodged in connection with entry to Year R in September 2018

Admission decision notified by the Local Authority on **16 April 2018**
Appeal Deadline: Appeal Form to be submitted to the school by **18 May 2018**
Appeal hearing will take place within **40 school days** of the appeal deadline.

2. Appeals lodged after the 2018 appeal deadline

It may be possible for appeals lodged after 18 May 2018 to take place at the same time as those lodged before this appeal deadline, but only where there remains sufficient time to make the appropriate arrangements. Otherwise (late) appeals will be heard within **30 school days** of receipt of the appeal form.

3. Appeals lodged in connection with applications for places required during the academic year (In-year admission)

An appeal may be lodged at any time following an in-year admission decision, but not beyond the academic year in question. An appeal hearing will be scheduled to take place within **30 school days** of receipt of the appeal form.

4. Administrative timetable applicable to all appeal hearings

Identification and appointment of independent clerk and appeal panel members is as soon as possible after receipt of the appeal form.

Appellant(s) will be notified of the date and time for his/her appeal hearing and provided with the names of the independent appeal panel members, at least **10 school days** before the appeal hearing is to take place.

The clerk will provide the appellant(s) and independent appeal panel with all the information submitted in connection with the appeal, including a statement prepared by the Admissions Authority to explain the reasons for refusal, approximately **10 school days** before the appeal hearing is to take place.

Further (new) information relevant to the appeal may be submitted to the clerk for distribution to all parties. No later information will be accepted unless agreed by the Chairman, up to **three school days** before the appeal hearing is to take place.

The appeal panel decision is binding and will be notified to appellant(s) in writing, within **five school days** following the appeal hearing.