



## APPEALS AGAINST DECISION TO REFUSE ADMISSION FORM

**Please complete this form and return to the Admissions Officer at the Academy no later than Thursday 30 March 2017**

To be completed by the Parent/Carer

Name of Child: Surname \_\_\_\_\_

Forename \_\_\_\_\_

Date of Birth \_\_\_\_\_

Name of Parent/Carer: Surname \_\_\_\_\_

Forename(s) \_\_\_\_\_

Present School or School Allocated: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone No: \_\_\_\_\_

I cannot attend a hearing on/between the following dates: \_\_\_\_\_

I have seen the Admissions criteria and the procedures for appeal provided on the reverse of this form.

Signature of Parent/Carer: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

Date: \_\_\_\_\_

**APPEAL AGAINST ADMISSION DECISION (to be completed by the Parent/Carer)**

**Parent/Carer's Statement**

I wish to appeal against the decision not to offer my child a place at St Mary Magdalene Academy because: -

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\_\_\_\_\_ (please continue on a separate sheet if necessary)

## **INFORMATION REGARDING ADMISSION APPEALS**

### **Admissions Appeals**

Parents/Carers whose application for places are unsuccessful may appeal to an Appeal Committee set up by the Governors of the Academy in accordance with the requirements of the Code of Practice for Schools Admission Appeals. Appeals must be made on the forms available at the Academy and must set out the grounds of which they are made. Appellants also have the right to make oral representation to the Appeal Committee.

### **WHO WILL HEAR YOUR APPEAL?**

The members of the Independent Appeal Committee will comprise of the persons with experience in education, acquainted with education conditions in the area or they will be lay members.

### **PROCEDURES FOR APPEAL AGAINST THE DECISION NOT TO OFFER YOUR CHILD A PLACE AT ST MARY MAGDALENE ACADEMY**

You should return the completed form by the date indicated on the front of this form.

This is what will happen next:

1. You will be told 14 days in advance when your appeal is to be heard.
2. You will be invited to attend the hearing in person and you may be accompanied by a friend or be represented if the appeal committee agrees. If you cannot come, your written appeal will be considered in your absence.
3. The proceedings, which will be as informal as possible, will normally be as follows: -
  - a. Case for the Governors;
  - b. Questioning by the Parent/Carer and then the Panel.
  - c. The case for the Parent/Carer;
  - d. Questions to parent/carers by the Panel and the Academy
  - e. Summing up by the Academy
  - f. Summing up by the Parent/Carer.

### **THE DECISION OF THE APPEALS COMMITTEE**

The decision of the Appeals Committee and the grounds on which it was made shall be communicated in writing to the parent/carers, to the Governing Body and the Principal. Any decisions made are binding on the Academy.