St Joseph's Catholic Primary School Admissions – Appeals Process

If your child has been refused a place at St Joseph's Catholic Primary School, you have the legal right to appeal against this decision to an independent appeals panel.

Appeals are considered in accordance with the School Admission Appeals Code and are heard by a panel independent of the school and its admission authority.

How to appeal:

- **Submit an appeal:** Parents must submit an appeal.
- **Appeal deadline:** For Reception admissions, parents will normally have at least 30 school days from the date of notification to submit an appeal.
- **Appeal hearing:** Parents will be invited to present their case to an independent appeals panel.
- **Decision:** The panel's decision is binding on both the school and the admission authority.

Important: Appeals for Reception, Year 1 and Year 2 are subject to *infant class size legislation*, which generally limits classes to 30 pupils per qualified teacher. Appeals in these year groups can therefore only succeed in limited circumstances.

The table below sets out the timelines within which appeals must be heard. Appeals resulting from in-year admission applications or immediate entry will be take place and be decided as soon as reasonably practicable.

Appeals resulting from year of entry or transfer applications for admission in September 2027 will be heard following the Primary School outcome date 16 April 2027.

You **must** give the grounds for your appeal when you complete the appeal form. The form will not be accepted unless you state the grounds for your appeal. You should include any evidence or supporting material with your appeal form. Your appeal may be heard online or face-to-face. Full details will be provided with your invitation to the hearing.

Action	**Deadline**
Last date for lodging Appeal Forms	Friday 21st May 2027
Appeal hearing dates and time	All appeals will take place and be decided as soon as reasonably practicable.
Parents will receive written notification of their appeal hearing at least 10 school days before the hearing date, unless they agree to a shorter notice period. The Clerk to the Appeals Panel will ensure that all relevant documentation, including the school's case for refusing admission, is circulated to parents, panel members and the admission authority within a reasonable time before the hearing.	Statutory 10 clear school days in advance of the hearing. 7 clear working days in advance of the appeal hearing.
If an appellant wishes to submit further evidence which was not included with their initial appeal.	To be RECEIVED by 5.00pm on the day preceding three (3) clear working days prior to the appeal hearing.
Decision letters sent to the Appellants. (The letter that informs the appellant if their appeal has been upheld or refused.)	7 calendar days after the last appeal hearing (whenever possible)

Click on the link for the DfE Advice for Parents and Guardians on Appeals:

https://www.gov.uk/government/publications/admission-appeals-for-school-places/advice-for-parents-and-guardians-on-school-admission-appeals