



Admissions Appeals Timetable

If you require this document in an alternative format please contact office@tssmat.staffs.sch.uk or 01543 472245

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|-------------------------|---------------------|
| Last review date | January 2020 |
| Next Review date | January 2021 |
| Review Cycle | Annually |
| Statutory Policy | Yes |
| Publication | Website. G/Policies |

The following procedure will be applied to all appeals made for reception class places for September 2020 at all schools within The Staffordshire Schools Multi Academy Trust. Details regarding appeals for in-year admissions can be found towards the end of this policy.

The deadline for lodging appeals is : 18th May 2021

Details of how to submit an appeal can be found at

<http://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/admissionappeals/home.aspx>

You will be invited to an appeals hearing that will take place **no later than** 16th July 2021.

Appellants will receive at least 10 school days' notice of their appeal hearing date.

You will be given reasonable time to submit additional evidence.

You will be expected to allow The Staffordshire Schools Multi Academy Trust reasonable time to submit their evidence and for the clerk to send appeal papers to the panel and parties.

The Staffordshire Schools Multi Academy Trust will ensure, wherever possible, that you receive a written response to your admissions appeal hearing within 5 school days.

Admissions Appeals received after the deadline

For applications made in the normal admissions round but after the appeals deadline specified above;

Appellants will be given 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.

Details of how to submit an appeal can be found at

<http://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/admissionappeals/home.aspx>

Appeals **will** be heard within 40 school days of the deadline or within 30 school days of receipt of the appeal paperwork.

Appellants will receive at least 10 school days' notice of their appeal hearing date.

You will be given reasonable time to submit additional evidence.

You will be expected to allow TSSMAT reasonable time to submit their evidence and for the clerk to send appeal papers to the panel and parties.

TSSMAT will ensure, wherever possible, that you receive a written response to your admissions appeal hearing within 5 school days.

Admissions Appeals for in-year applications

Appellants will be given 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.

Details of how to submit an appeal can be found at

<http://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/admissionappeals/home.aspx>

Appeals **will** be heard within 30 school days of receipt of the appeal paperwork.

Appellants will receive at least 10 school days' notice of their appeal hearing date.

You will be given reasonable time to submit additional evidence.

You will be expected to allow TSSMAT reasonable time to submit their evidence and for the clerk to send appeal papers to the panel and parties.

TSSMAT will ensure, wherever possible, that you receive a written response to your admissions appeal hearing within 5 school days.