

Admission Appeal Timetable 2018

If the governors have not been able to meet your preference for a place at this school for Reception September 2018, you can appeal against the decision to an independent appeal panel.

You will need to put your appeal in writing and send this to:

The Clerk to the Appeals Panel

Wakefield MDC

Room 46

Town Hall

Wakefield

WF1 2HQ

Normal Round

1. Parents have 20 school days to lodge an appeal from date of notification that their application was unsuccessful (15th May)
2. The Appeal must be heard within 40 school days of deadline for lodging an Appeal i.e. within 60 school days from date of notification of unsuccessful application.
3. Papers and details such as date, time and venue will be sent to parents at least 10 school days before the Appeal hearing.
4. Parent can send further evidence to the Clerk to the Appeals Panel before the Appeal takes place but no later than 5 school days before.
5. Decision letters will be sent to parents within 5 school days following the Appeal.

Late Applications

1. As above, where possible, or within 30 school days if the application is later than the timeline above allows. Papers and details such as date, time and venue will be sent to parents at least 10 school days before the Appeal hearing.
2. Parent can send further evidence to the Clerk to the Appeals Panel before the Appeal takes place but no later than 5 school days before.
3. Decision letters will be sent to parents within 5 school days following the Appeal.

In Year Applications

The deadline for lodging an appeal against a decision for any other year group is 20 school days from the date of notification that the application for a school place was unsuccessful.

1. Appeals will be heard within 30 school days of the appeal being lodged by the parent.
2. Papers and details such as date, time and venue will be sent to parents at least 10 school days before the Appeal hearing.
3. Parent can send further evidence to the Clerk to the Appeals Panel before the Appeal takes place but no later than 5 school days before.
4. Decision letters will be sent to parents within 5 school days following the Appeal.

School days are term time only and do not include school holidays. If an appeal is submitted in the holidays the school days deadline will not start until the beginning of the next term e.g. an appeal

received in July after schools have closed will not be heard until the new academic term, 'school days' will start from the beginning of September when school starts.

Appeals submitted after the above deadlines will still be heard as soon as possible but not necessarily within the above timescales.