

# SCHOOL ADMISSION APPEALS PROCEDURE AND TIMETABLE

## Academic Year 2017 - 2018

If your child's application for a place at St Margaret Clitherow Catholic Primary School is unsuccessful, then you may appeal to an independent panel.

Appeals should be made in writing on the appropriate form, which can be obtained from the Clerk to Governors via the school office, within twenty days of the letter of refusal being received.

In the case of an application for entry in to Reception, September 2017, the appeal should be submitted by 17th May 2017.

Appeals should be made to :

- Clerk to the Governors, St Margaret Clitherow Catholic Primary School, Pembroke, Bracknell, Berkshire RG12 7RD

### In Year Appeals

Appeals resulting from in year admission applications will be heard within 30 school days of the appeal being lodged.

### September 2017 Admission

Appeals for Admission into Reception in September 2017 will be heard according to the following timetable :

	<b>Allocation Day</b>	<b>Appeals Lodged By</b>	<b>Appeals to be Heard Between</b>
Early Years – Reception	17 <sup>th</sup> April 2017	17 <sup>th</sup> May 2017	10 <sup>th</sup> June 2017 – 12 <sup>th</sup> July 2017

- Appeals lodged after 17<sup>th</sup> May will be heard within the period 10<sup>th</sup> June to 12<sup>th</sup> July if possible, or within 30 school days of the appeal being lodged.
- Appellants will be sent notification of their appeal hearing at least 10 school days' in advance of the hearing.
- Deadline for the Admission Authority submitting evidence : At least 11 working days before the date of the appeal.
- Appellants will be sent a copy of the Admission Authority's case 7 working days in advance of the hearing.
- Decision letters will be posted out within 5 working days from the date of the hearing.

### Additional Supporting Information

If an appellant wishes to submit further evidence, which was not included with their initial application, they should ensure this is received at least **6 school days**, not counting the day of postage or the hearing, in advance of your appeal.

Only a short document, such as a doctor's letter not previously available, will be accepted up to 4 clear working days prior to the hearing. **Any additional evidence or information received after this deadline will not be circulated and may not be considered at the hearing.**