



Admission Appeals Policy

Document Control

Version	Author	Summary of Changes	Approved By	Date Published	Date of Review
1	RGR	New template; 2021 update	Trust Board	February 2021	February 2022
2	RGR	Annual Review; 1. New policy links	Trust Board	February 2022	February 2023
3	RGR	4. Appeal timescales; 5. Removal COVID changes	Trust Board	February 2023	February 2024
4	RGR	Annual review, no changes	Trust Board	February 2024	February 2025
5	RGR	Annual review, no changes	Trust Board	February 2025	February 2026

Contents

1. INTRODUCTION.....	3
2. ADMISSION APPEALS.....	3
3. HOW DO I APPEAL?	3
4. WHEN WILL MY APPEAL BE HEARD?	4

1. INTRODUCTION

All Academies in Leger Education Trust (the Trust) administers admissions in line with legal requirements of the National Code of Admissions and acting upon where appropriate advice and guidance from the Admissions forum and the DfE. Parents will apply for places as part of the Doncaster Local Authority process. We will work in partnership with Doncaster Local Authority to ensure student places are given fairly, in line with the published admissions criteria, which will conform with the National Code of Practice on Admissions.

This policy should be read in conjunction with the Admission Policy for each Academy within the Trust, the Admission Arrangements at DMBC, and the Primary and Secondary Admission Arrangements for the schools within the Trust:

<https://www.doncaster.gov.uk/services/schools/admission-arrangements>

<https://www.doncaster.gov.uk/services/schools/admission-appeals>

2. ADMISSION APPEALS

The information below is provided by DMBC and details the Appeals Process:

Why has my application been refused?

The council wishes to meet parental preferences for their choice of school. However, the circumstances at individual schools can mean that this is not always possible. If this is the case parents will receive a letter from the council informing them of their decision, and of their Right to Appeal against this decision to an independent Appeal Panel.

If your child is currently being taught within Key Stage 1 (i.e. Reception, Year 1 and Year 2), the current legislation states that these classes must not (with limited exceptions) contain more than 30 children taught by one teacher as to admit any further pupils, would prejudice the provision of efficient education or the efficient use of resources.

In the majority of cases your application will only have been refused if the admission limit for the year group has been reached or if you have been offered a place at a higher ranked preference. To admit any further pupils in either case would prejudice the provision of efficient education or the efficient use of resources.

3. HOW DO I APPEAL?

Appeal forms are not available online and should be requested as per the instructions on your decision letter i.e. all appeals should be made in writing by completing the appropriate form provided by the Admissions Team.

To request an appeal form for a Doncaster school email admissionappeals@doncaster.gov.uk with the following:

- Childs Name
- Childs Date of Birth
- School you wish to appeal for

The documents will be emailed to you for you to complete and email back to us or they can be printed and returned to the address indicated on the form. Alternatively, please leave the above details along with your home address on the voicemail service – 01302 737274 and the documents will be sent to you.

4. WHEN WILL MY APPEAL BE HEARD?

Statutory Requirement	Timetable
Deadline for lodging appeals	20 school days from the date of notification that the application was unsuccessful
Notice of Appeal Hearing	10 school days in advance
Reasonable deadlines:-	<p>for appellants to submit additional evidence: 3 days in advance of the evidence by admission authorities being submitted (as below) to enable this to be circulated.</p> <p>for admission authorities to submit their evidence: 7 days prior to the hearing.</p> <p>for the clerk to send appeal papers to the panel and parties: Circulated 7 days prior to the hearing.</p>
Admission authorities must ensure that appeals lodged by the appropriate deadlines are heard within the following timescales	<p>Reception entry to Infant/Primary School, Year 3 for separate Junior School and Year 7 entry to Secondary school</p> <p>For applications made in the normal admissions round (notified on National Offer day – 1st March for Secondary and 16th April for Primary), appeals must be heard within 40 school days of the deadline for lodging appeals.</p> <p>For late applications (notified after the national offer days), appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged;</p> <p>In-Year admissions/transfers</p> <p>Appeals must be heard within 30 school days of the appeal being lodged</p>
Notice of appeal hearing	10 school days in advance
Appeal decision letters sent by the clerk	within five school days of the hearing wherever possible