



## CALDEW SCHOOL

### ADMISSION APPEALS POLICY

*Policy legally required*

*Reviewed under Student Welfare and Guidance Committee*

*On school website*

*Reviewed annually*

*Adopted: November 2017*

*Next review: October 2018*

NOTE: Caldew School is an Academy and where reference is made to school(s) this should be taken to refer to 'academy' in so far as the reference specifically applies to Caldew School.

#### Introduction

Caldew School is an Academy school committed to serving our community and all its young people between the ages of 11 – 18. Our admissions appeals policy is designed to realise this ambition and ensure that the admissions policy is compliant with all necessary legislation.

Students are, therefore, admitted at the normal transfer age of 11 without reference to ability or aptitude. The school accepts admissions in year, outside the normal admissions round, through applications made using form SA8 which is issued by the LA.

The admissions policy of the school is applied without prejudice to all admission requests and decisions are made according to it. It is the case that the school is not always able to offer a student a place as a year group is already at or above its published admissions number (PAN).

#### The Right of Appeal

Any parent whose child is not offered a place has a right of appeal to an Independent Appeal Panel. The panel is entirely independent of the Governing Body. Any parent wishing to appeal should contact the Clerk to the Governors in writing at the school address.

In the case of an Appeal for the normal admissions round this should be lodged with the Clerk to the Governors no later than the 30<sup>th</sup> March of the admission year.

In the case of an Appeal for an in year admission this should be lodged within 20 school days of notification that an application for admission has been unsuccessful.

The Appeal hearing will be held within 30 school days of notification of the appeal being received by the Clerk to the Governors. An appellant will receive a minimum of 10 school days' notice of the date of an appeal hearing.

The school is obliged to act in accordance with the School Admission Appeals Code, 1 February 2012. The independent Appeals panel have been appointed and trained as set out in the code.

Decision letters will be sent to the appellant and school within 5 days of the Appeal hearing.