



# **Admissions Appeals Arrangement Policy**

## Admission Appeals Arrangement Policy

### What is an appeal?

If you are refused a place for your child at your preferred school you have the right to appeal against the decision of the Admission Authority.

The Admission Authority for Excelsior Academy is The Laidlaw Schools Trust.

### For Parents/Carers who wish to appeal

Parent(s)/carer(s) wishing to appeal against the Academy's decision should submit a letter stating the reason for the appeal based on the Academy's published Admissions Criteria; this can be found in the Excelsior Academy Admission Policy.

Appeals need to be submitted to: Julie Foster (PA to Executive Principal), Excelsior Academy, Denton Road, Newcastle upon Tyne, NE15 6AF.

### Lodging Appeal Date Deadlines 2016

Point of Entry	Admission Type	Offer Date	Appeal Deadline Date
Reception	Normal admissions round	15 April 2016	22 May 2016*
	Late application	05 June 2015	08 July 2016
Year 7	Normal admissions round	01 March 2016	07 April 2016*
	Late application	06 May 2016	17 June 2016
Sixth Form	Conditional upon exam results	18 August 2016	10 October 2016
	Un-conditional upon exam results	18 August 2016	10 October 2016
In-year (all entry points)	In- year	Varies depending upon date of receipt of application	20 school days from the date of unsuccessful application notification

(\*dates aligned with Newcastle City Council admission appeal date)

**Please Note:** Excelsior Academy does not provide help with appeals.

### When will an appeal be heard?

The appeals will be heard in private by an Independent Appeal Panel and will be heard within the following timescales;

For applications to Reception and Year 7:

- for applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals.
- for late applications, 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.

For applications to Sixth Form

- where the offer of a place would have been conditional upon exam results, appeals must be heard within 30 school days of confirmation of those results.
- where the offer of a place would not have been conditional upon exam results, appeals must be heard within 40 school days of the deadline for lodging appeals.

For applications for in-year admissions

- appeals must be heard within 30 school days of the appeal being lodged.

Notification for the date of and arrangements for the hearing will be issued no later than 10 school days before the hearing date. Parents/carers may waive their right to 10 school days' notice of the hearing.

#### **How will the result of the hearing be published?**

The Independent Appeal Panel must communicate the decision of each appeal, including the reasons for that decision, in writing to the appellant, the admission authority and the local authority.

The clerk or chair must sign the decision letter and send it to the parties as soon as possible after the hearing but not later than five school days, unless there is good reason.

Further details of the Schools admissions appeal code can be found here : [School admissions appeals code - Publications - GOV.UK](#)