



# **NEWENT COMMUNITY SCHOOL AND SIXTH FORM CENTRE**

## **ADMISSION APPEALS**

**GROUP Assigned: STRATEGY**

**Type of Policy: STATUTORY**

**Date approved: SEPTEMBER 2021**

**Date for review: SEPTEMBER 2022**

**SLT Author: RP**



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## Admissions Appeals Procedure

### Admission Authority:

Newent Community School & Sixth Form Centre Academy Trust

### Process and Timetable for Appeal Hearings:

- The Academy Trust will allow 20 school days from the date of notification that an application has been unsuccessful for the appellant to lodge their written appeal using the school's 'Notice of Appeal' form;
- The Academy Trust will ensure that appellants receive at least 10 school days' notice of their appeal hearing, which will include reasonable deadlines for appellants to submit additional evidence, for the Admission Authority to submit their evidence and for the clerk to send appeal papers to the panel and parties;
- The Academy Trust will ensure that decision letters are sent within five days of the hearing wherever possible.
- For applications made in the normal admissions round, appeals will be heard within 40 school days of the deadline for lodging appeals;
- For late applications, appeals will 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 for in-year admissions, appeals will be heard within 30 school days of the appeal being lodged;
- The Academy Trust will comply with all reasonable requests from parents for information which they need to help them prepare their case for appeal;
- The Academy Trust will supply the clerk to the appeal panel with all relevant documents needed to conduct the hearing in a fair and transparent manner and in accordance with the specified timetable;
- The clerk will send all the papers required for the hearing, including the names of panel members, to both parties and the members of the panel a reasonable time before the date of the hearing. This will allow any opportunity for any objections regarding the impartiality of panel members to be notified to the clerk.
- The Academy Trust will provide a presenting officer to present the decision not to admit the child and to answer detailed questions about the case being heard and about the school.
- The Appeal panel will allow the appellant the opportunity to appear in person and make oral representations. Appellants may be represented or accompanied by a friend. Where an appellant fails, or is unable, to attend and it is impractical to offer an alternative date, the appeal may go ahead and be decided on the written information submitted. The Appeal panel will comply with their duties under the Equality Act 2010 when considering an appellant's attendance and representation at the appeal.



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### **Membership of the Appeals Panel:**

The Academy Trust will appoint a clerk to the appeals panel who is independent of the school and the education functions of the local authority. The Academy Trust will appoint an independent appeal panel that will be comprised of a chair and at least two other appropriate panel members to conduct the appeal hearing.

### **The Appeal Hearing:**

The Academy Trust will make all reasonable steps to ensure the venue for the appeal is appropriate, accessible to appellants and has a suitable area for appellants and presenting officers to wait separately from the panel before and between appeals.

The appeal hearing will be held in private and will be conducted in the presence of all panel members and parties in line with the School Admission Appeals statutory guidance. The notification of the decision will also be conducted in line with the School Admission Appeals statutory guidance.

The Academy's Appeals procedure has been developed in accordance with the Schools Admissions Appeals Code.



## Newent Community School & Sixth Form Centre

### School Admission – Notice of Appeal

To initiate an appeal for admission to Newent Community School & Sixth Form Centre, complete this form (block letters please) and return one copy to [clerk@newent.gloucs.sch.uk](mailto:clerk@newent.gloucs.sch.uk). If appealing for more than one child, please complete a separate form for each child.

Parents' Names:	Parent 1	Parent 2
First name		
Title and Family name		
ADDRESS:		
e-mail (please print clearly)  May we use e-mail as our main method of communication with you?	Yes/no	Yes/no
Telephone Nos.	Home:  Mobile:  Work:	Home:  Mobile:  Work
Please give a contact address if either natural parent lives elsewhere. If this is provided we will contact them with appeal appointment details.		

Child's full name		
Date of Birth		
Present School		School Year:
Please list school(s) you are appealing for in order of preference if more than one	1. 2. 3. 4.	





**I will /will not be calling witnesses**

**I wish/do not wish to attend and speak when the appeal is considered**

**I would like to be represented by (name and address::**

**SIGNED:**

**DATE:**