

## **St Thomas More Roman Catholic Academy**

### **Admissions Appeals 2017 / 2018**

In accordance with the School Admission Appeals Code, the Governing Body, as the admission authority for St Thomas More R C Academy must set a timetable for organising and hearing education appeals. The following timetable will apply to appeals for admission to the Academy in the academic year 2017 / 2018.

#### **Appeals Timetable 2017 / 2018**

Offer Day – the day letters are sent out informing parents of the school at which they have been offered a place.	<b>Wednesday, 1 March 2017</b>
Deadline for the receipt of appeals.	<b>Friday, 31 March 2017</b>
Deadline for appeals to be heard.	<b>Monday, 19 June 2017</b>
Appeals will be heard between:	<b>Tuesday, 2 May 2017 and Monday, 19 June 2017</b>

Parents/Carers have a right of appeal against the decision of the admission authority for St Thomas More R C Academy not to admit their child. Appeals are heard by an independent Appeals Panel made up of 3 or 5 members including lay people and people who have educational experience. Parents/Carers and representatives of the admission authority are given the opportunity to attend the appeals hearings and to present their cases before the appeals panel.

Appeals in respect of late applications will generally be heard within 30 school days of the appeal being lodged. Appeals in respect of in-year applications will be heard within 30 school days of receipt.

Appellants (the person(s) lodging an appeal) should contact the Head of Governance at St Thomas More (contact details below) to request an appeal form.

Appellants will receive written notification of the date, time and venue of the appeals panel appointed to hear their appeal at least 10 school days before the hearing.

Appellants and the admission authority must provide the Clerk to the appeals panel, c/o the Head of Governance, with any documents they wish to submit to the appeals panel no later than 6 working days before the appeals hearing. The Clerk to the appeals panel will then send to the appeals panel, the appellants and the admission authority all the documentary evidence to be considered at the hearing at least 5 working days before the hearing.

The Clerk to the appeals panel will notify the appellants and the admission authority of the panel's decision and the reasons for the decision in writing within 5 school days of the conclusion of the hearing wherever possible.

Further information and guidance is available from: **Mrs L McArdle, Head of Governance, c/o St Thomas More Roman Catholic Academy, Lynn Road, North Shields, Tyne and Wear. NE29 8LF. Telephone: 09191 2588360. Email: lmcardle@stmacademy.org.uk**