

# Admission to School - Appealing

## Routine or September admissions to Reception

If you are un-successful in gaining a place at our school then we will explain why your child has not been admitted and how to appeal should you wish to.

The following information gives you the information you need to do this and the deadlines both you, the school and Local Authority need to meet.

If you apply for a place in September at the start of the academic year, usually into Reception, our school will admit your child unless we have more than 60 applications for places. If we are full we will apply our over-subscription criteria which prioritises admissions against these published criteria. These criteria are in our Admission Policy.

- If, when we have done this we have to advise you that you have been un-successful in getting a place at our school, we will advise you of your right to appeal. From the date of this letter, you have 20 school days (days that the school is open to children) to lodge your appeal in writing to school.  
Appeals outside of this time frame will be considered at a later date.
- Any appeals will be organised by us so that they take place no later than 40 school days after the period for lodging appeals has ended. (where an application for a place is made outside of the window for applications provided by the school, the school will agree to hear an appeal within 30 school days of the end of the period for lodging an appeal.)
- We will then arrange for your appeal to be heard and will give you at least 10 school days notice of the date of this meeting.
- Any supporting information or evidence to be circulated should be provided to the clerk for the appeal at least 5 school days before the appeal is heard.

## Non-Routine Admissions

These are admissions of pupils who wish to gain a place at our school and are not children wishing to gain a place for Reception in September and may be for any year group across the school and at any time of the year.

- Upon receiving an application for a place at St Nicholas, the school admission committee will review available space and either admit if there is space or will write to parents to explain that the school is full in this year group and how they can appeal. The school will make sure that they will notify parents of their decision within 20 school days of the receipt of an application. (Parents have 20 school days to appeal this decision based on the date of the letter notifying them of the decision not to admit. Similarly parents have 20 school days to notify school of their decision to accept the offer of a place from the date of the letter notifying them of this decision).
- Should parents appeal the decision of the school not to admit, the Local Authority will convene an Independent Appeals Panel and invite parents to attend to state the grounds for their appeal. The school will also be invited to attend to state their reasons for not admitting and the appeal panel will then retire to make their decision.
- Parents and school are notified in writing of the decision of the panel within 5 school days and the decision of the independent appeal panel is binding on all parties.
- Appeals are limited to one per academic year and therefore if you have appealed once in a school year and been un-successful, you will not be allowed to appeal again until September the following school year.