

## Appeals Procedure

It is the hope of Orsett Church of England Primary School that every child who requests a place at the school can be admitted however, should you be unsuccessful in your application for your child to attend, you do have the right to appeal against the decision not to admit your child.

Please contact the school office for further details:

Email: [admin@orsettprimary.thurrock.sch.uk](mailto:admin@orsettprimary.thurrock.sch.uk) Telephone: 01375 891383 school office  
Fax: 01375 891081

Address: Orsett Church of England Primary School, School Lane, Orsett, Grays Essex RM16 3JR. Or visit the school website [www.orsettprimary.co.uk](http://www.orsettprimary.co.uk) where you will find a copy of the appeals form and explanatory guidance.

### Timetable for Admission Appeals 2016

Offer letters sent out by Thurrock Council Admission Department: 18<sup>th</sup> April 2016

Refusal letters sent out by Thurrock Admissions Department: 2<sup>nd</sup> May 2016

Deadline for lodging appeals with the school: 6<sup>th</sup> June 2016

Appeal hearing: 1<sup>st</sup> July 2016

**This date has been up-dated due to the change of appeal panel being used.**

Decision letters to parents: 13<sup>th</sup>/14<sup>th</sup> July 2016

### **The Appeal Code states:**

- 2.1 Admission authorities must set a timetable for organizing and hearing appeals that:
- a) includes a deadline for lodging appeals which allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal;
  - b) ensures that appellants receive at least 10 school days' notice of their appeal hearing;
  - c) includes reasonable deadlines for appellants to submit additional evidence, for admission authorities to submit their evidence, and for the clerk to send appeal papers to the panel and parties;
  - d) ensures that decision letters are sent within five school days of the hearing wherever possible.
- 2.2 Admission authorities must publish their appeals timetable on their website by 28<sup>th</sup> February each year.
- 2.3 Admission authorities must ensure that appeals lodged by the appropriate deadlines are heard within the following timescales:
- a) for applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals;
  - b) 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;
  - c) for applications to sixth forms:
    - i. 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;
    - ii. 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;
  - d) for applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged.