

## Appeals Timetable for Salesian School

	Offer	Appeals lodged by	Appeals to be heard by
<b>Secondary</b>	1 <sup>st</sup> March 2019	29 <sup>th</sup> March 2019	14 <sup>th</sup> June 2019 (within 40 school days)

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with the School Standards and Framework Act 1998. As the school's admissions authority, governors will comply with reasonable requests from the parents/carers for information which they need to help them prepare their case for appeal.

Appeals must be made in writing using forms available from the Admissions Appeal Clerk on 01932 582544 and must set out the reasons on which the appeal is made. Parents/Carers have the right to make oral representation to the Appeal Panel.

Appeals should be lodged no later than 20 school days after the National Offer Day for secondary schools (1<sup>st</sup> March). Completed paperwork must be received by the school no later than the 29<sup>th</sup> March 2019. Appeals lodged during this period will be heard within 40 days.

Applications for in-year admissions, appeals will be heard within 30 school days of the appeal being lodged.

Late application appeals will be heard within 40 school days of the appeal being lodged.

No later than 10 school days before the appeal hearing, the school's governing body will provide appellants with written notification of the date and arrangements for the appeal hearing. Any further evidence that was not sent with the initial appeal must be submitted 3 clear working days prior to the hearing date. Any information or evidence not submitted by the deadline might not be considered at the appeal hearing. Parents/carers may waive the right to 10 school days' notice of hearing.

Appellants do not have the right to a second appeal in respect of this school for the same academic year unless there is a significant and material change in the circumstances of the parent, child or school. The governing body may, in exceptional circumstances, accept a second application from the appellant.

The appellant may complain about maladministration on the part of the appeal panel to the local Government Ombudsman. A complaint to an Ombudsman is not a further appeal and must relate to the administration of the appeal rather than the appeal decision. Maladministration covers matters such as failure to follow correct procedure or failure to act independently and fairly. It does not cover the merits of the decision that only the panel has the authority to make. Therefore, generally, the Ombudsman cannot consider whether the appeal panel was correct to uphold or dismiss the appeal.

The Ombudsman is not able to overturn the appeal panel's decision but, where there has been maladministration; they may make recommendations for suitable remedy. For example, they may recommend that an appeal is reheard by a different panel and with a different clerk.

Appellants considering making a complaint can contact the Local Government Ombudsman's Advice Line on 0300 061 0614, visit the website at [www.lgo.org.uk](http://www.lgo.org.uk) or email [advice@lgo.org.uk](mailto:advice@lgo.org.uk) or write to The Local Government Ombudsman PO Box 4771 Coventry CV4 0EH.