



# Admission Appeals Policy

## Document Control

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1	RGR	New template; 2021 update	Trust Board	February 2021	February 2022
2	RGR	Annual Review; 1. New policy links	Trust Board	February 2022	February 2023

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## 1. INTRODUCTION

All Academies in Leger Education Trust (the Trust) administers admissions in line with legal requirements of the National Code of Admissions and acting upon where appropriate advice and guidance from the Admissions forum and the DfE. Parents will apply for places as part of the Doncaster Local Authority process. We will work in partnership with Doncaster Local Authority to ensure student places are given fairly, in line with the published admissions criteria, which will conform with the National Code of Practice on Admissions.

This policy should be read in conjunction with the Admission Policy for each Academy within the Trust, the Admission Arrangements at DMBC, and the Primary and Secondary Admission Arrangements for the schools within the Trust:

<https://www.doncaster.gov.uk/services/schools/admission-arrangements>

<https://www.doncaster.gov.uk/services/schools/admission-appeals>

<https://dmbcwebstolive01.blob.core.windows.net/media/Default/ChildrenYoungPeopleFamilies/2022-23%20Primary%20Admission%20Policies%20-%20Academies%20and%20Church%20Schools.pdf>

<https://dmbcwebstolive01.blob.core.windows.net/media/Default/ChildrenYoungPeopleFamilies/2022-23%20Secondary%20School%20Admissions%20Policies.pdf>

## 2. ADMISSION APPEALS

The information below is provided by DMBC and details the Appeals Process:

### Why has my application been refused?

The council wishes to meet parental preferences for their choice of school. However, the circumstances at individual schools can mean that this is not always possible. If this is the case parents will receive a letter from the council informing them of their decision, and of their Right to Appeal against this decision to an independent Appeal Panel.

If your child is currently being taught within Key Stage 1 (i.e. Reception, Year 1 and Year 2), the current legislation states that these classes must not (with limited exceptions) contain more than 30 children taught by one teacher as to admit any further pupils, would prejudice the provision of efficient education or the efficient use of resources.

In the majority of cases your application will only have been refused if the admission limit for the year group has been reached or if you have been offered a place at a higher ranked preference. To admit any further pupils in either case would prejudice the provision of efficient education or the efficient use of resources.

## 3. HOW DO I APPEAL?

Appeal forms are not available online and should be requested as per the instructions on your decision letter i.e. all appeals should be made in writing by completing the appropriate form provided by the Admissions Team.

To request an appeal form for a Doncaster school email [admissionappeals@doncaster.gov.uk](mailto:admissionappeals@doncaster.gov.uk) with the following:

- Childs Name
- Childs Date of Birth
- School you wish to appeal for

The documents will be emailed to you for you to complete and email back to us or they can be printed and returned to the address indicated on the form. Alternatively, please leave the above details along with your home address on the voicemail service – 01302 737274 and the documents will be sent to you.

#### **4. WHEN WILL MY APPEAL BE HEARD?**

The new regulations provide more flexibility for admission authorities to set new or revised deadlines for submitting an appeal. Our amendments to deadlines will ensure that appellants will be given:

- at least **28 calendar days** written notice of a new appeal deadline
- at least **14 calendar days** written notice of an appeal hearing (although appellants can waive their right to this)

All deadlines for the hearing of appeals must be as soon as reasonably practicable. Decision letters should be sent within **7 calendar days** of the hearing, wherever possible.

#### **5. CORONAVIRUS (COVID-19): SCHOOL ADMISSION APPEALS - DONCASTER**

Due to the coronavirus (COVID-19) restrictions, changes have been made to the way admission authorities carry out admission appeals. New regulatory changes came into force on 24 April 2020.