



## ADMISSION APPEALS INFORMATION

**Admission Appeals Forms** are available on request from the School Office or to download from the School Website.

### **Normal Admission Round (Reception September 2024)**

For the 2024 intake, Admission Appeal Forms should be submitted by 31/5/24.

### **In Year Applications (All other Years)**

Admission Appeals can be submitted at any time during the school year.

### **Submitting Paperwork**

Appellants must have a deadline of at least 20 school days from the date of notification that their application was unsuccessful to lodge an appeal but late appeals must be heard.

### **Deadline for Appeals to be heard**

Appeals must be heard within 40 school days (in normal admission round) and within 30 school days for in year appeals. For late appeals these must be heard within 40 school days of the deadline where possible or within 30 school days of the appeal being lodged.

### **Notice of Appeal Hearing**

Appellants must have at least 10 school days' notice of the date of their appeal although the appellant may waive their right to the full 10 days;

### **Deadline for parent(s) / guardian(s) to submit late paperwork**

Late paperwork can be submitted up to five school days before the appeal hearing date. If submitted later the documents may **NOT** be accepted by panel.

### **Submission and Exchange of all paperwork**

You will be sent a copy of all paperwork for the hearing at least one week before the Appeal Hearing Date together with details of the venue, timing and panel for your hearing. If it is not possible to safely hold the meeting in person due to social distancing regulations, the hearing may take place via video link or conference call. Where an appellant fails, or is unable, to take part in the hearing, and it is impractical to offer an alternative date, the appeal may go ahead and be decided on the written information submitted.

### **Timescale for the appeal hearing decision**

The clerk to the independent appeals panel will send letters outlining your appeal hearing decision within 5 school days of the end of the hearings. This timescale is subject to the volume of appeals, circumstances and conditions.

*Parents are strongly encouraged to meet all deadlines as delays may cause unnecessary disruption and complications.*

**If you have any questions about this process please contact: The School Governors c/o St Andrew's School Office, 16 Church Road, Laverstock, Salisbury SP1 1QX Tel: 01722 503590 Email: [admin@st-andrews-laverstock.wilts.sch.uk](mailto:admin@st-andrews-laverstock.wilts.sch.uk)**