

St. Augustine's Catholic College

Wingfield Road, Trowbridge, Wiltshire BA14 9EN

T: 01225 350 001 E: admin@st-augustines.wilts.sch.uk W: www.st-augustines.wilts.sch.uk

Principal: [Mr J Alsop](#)



APPEALS PROCEDURE

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with Sections 88 and 94 of the School Standards and Framework Act 1998.

Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be sent to the Admissions Officer at the school address. Appellants have the right to make oral representations to the Appeal Panel.

The Clerk to the Independent Appeal Panel will ensure that:

- Appellants receive at least 10 school days' notice of their appeal hearing (together with a copy of the College's case)
- The appeal panel papers are sent to panel members and other parties involved within a reasonable timescale
- Decision letters are sent within five school days of the hearing wherever possible

If an appellant wishes to submit further evidence which was not included with their initial appeal, they must make sure that it is received by the Independent Appeal Panel at least five school days prior to the hearing date.

ADMISSIONS APPEAL TIMETABLE

Year 7 Admission – September 2018

On Time Applicants

Deadline for appeals to be lodged: 29 March 2018 (20 school days following receipt of outcome letters)

Appeals to be heard on 4 June 2018 or by 18 June 2018

Late Applicants (applications received after 31 October 2017)

Appeals will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date.

In Year Admissions

Appellants have 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. Appeals will be heard within 30 school days of the appeal being lodged.

Waiting List

Parents of children who have not been offered a place at the College for in-year admissions may ask for their child's name to be placed on a waiting list.

For September 2018 entry to Year 7 the child's name will automatically be placed on the waiting list. The waiting list will be operated after the end of the period for accepting initial offers.

The over-subscription criteria listed in the College's Admissions Policy is used to rank children on the waiting list. Placing a child's name on the waiting list does not prevent parents from exercising their right to appeal

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against the decision not to offer a place. Please be aware that if an appeal is unsuccessful the applicant's name will remain on the waiting list.