



ST AUGUSTINE'S CATHOLIC COLLEGE

APPEALS PROCEDURE

Parents/Carers 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 clear school days prior to the hearing date.

ADMISSIONS APPEAL TIMETABLE

Admission to Year 7 in September 2019

Applications received on or before 31 October 2018

- Deadline for appeals to be lodged: 1 April 2019
- Appeals to be heard on 3 and 4 June 2019

Applications received after 31 October 2018

- Deadline for appeals to be lodged: 20 school days after receipt of letter refusing application
- Appeals to be heard within 40 school days after 1 April 2019 or within 30 school days of the appeal being lodged, whichever is the later

In Year Admissions

- Deadline for appeals to be lodged: 20 school days after receipt of letter refusing application.
- Appeals to be heard within 30 school days of the appeal being lodged.

WAITING LISTS

The name of a child whose application for September 2019 entry to Year 7 was unsuccessful will automatically be placed on a waiting list.

Parents of children whose application for in-year admission was refused may ask for their child's name to be placed on a waiting list.

The waiting lists will be operated according to the College's Admissions Policy.

Placing a child's name on a waiting list does not prevent an appeal being lodged. If an appeal is unsuccessful, the applicant's name will remain on the waiting list.