



# St Mary's Catholic Primary School

**More than just a School - Living; Loving; Learning**



## Admission Appeals

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 must comply with reasonable requests from Parents / Carers for information which they need to help them prepare their case for appeal.

Appeals must be made in writing using the following link via the West Sussex website:  
[www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/apply/make-an-admissions-appeal/](http://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/apply/make-an-admissions-appeal/)

Parents / Carers have the right to make oral representations to the Appeal Panel.

Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that :-

- a) The admission of additional children would not breach the infant class size limit; *or*
- b) The admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place in the arrangements had complied or been correctly and impartially applied; *or*
- c) The panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

Appeals should be lodged no later than 20 school days after the Offer Day. Appeals lodged during this period will be heard within 40 school days. \* If it is not possible for late application appeals to be heard with the 'on-time' appeals they will be heard within 30 school days of the appeal being lodged.

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

*\* For reference: offer dates, applicable closing date for appeals (i.e in the 20 days) and the latest appeal hearing date (i.e the 40 days) are as follow:*

Offer Date	Appeal Closing Date	Latest Appeal hearing Date
16 <sup>th</sup> April	20 <sup>th</sup> May	16 <sup>th</sup> July

**Headteacher :** Mrs G Irvine

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*St Mary's Catholic Primary School is part of the Bosco Catholic Education Trust*

No later than 10 school days before the appeal hearing, the school governing body will provide appellants with the written notification of the date and the arrangements for the appeal hearing. The notification will include a deadline for the submission of any further evidence that was not sent in the initial appeal. Governors will inform appellants that any information or evidence not submitted by the deadline might not be considered at the appeal hearing. Governors will ask the appellants whether they intend to call witnesses or be represented at the hearing. Parents / Carers may waive their right to 10 school days' notice of the hearing.

Appellants do not have the right to a second appeal in respect of this school for the same academic year unless, in exceptional circumstances, the governing body has accepted a second application because of a significant and material change in circumstances of the parent, child or school but still refused admission.

Appellants may apply for a place in this school in respect of a later academic year and have a further right of appeal if that application is unsuccessful.

Appellants may complain about maladministration on the part of the appeal panel to the local Government Ombudsman. A complaint to the 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 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 they find that there has been maladministration, they make recommendations for a 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 on [www.lgo.org.uk](http://www.lgo.org.uk), email [advice@lgo.org.uk](mailto:advice@lgo.org.uk) or write to The Local Government Ombudsman PO Box 4771 Coventry CV4 0EH