



DAYSPRING TRUST

APPEALS POLICY AND APPEALS TIMETABLE 2017/2018

The Dayspring Trust aims to serve its community by providing an education of the highest quality within the context of Christian faith and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. We believe that our Christian values spring from the two great commandments, 'Love God and love your neighbour'. We seek to live this out through the power of the Holy Spirit. St Paul reminds us in Galatians 5.22-23 that the fruit of the Spirit is "Love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control". These are also underpinned by the Old Testament injunction to "Do justly, love mercy and walk humbly with our God" Micah 6.8. These values rooted in the Christian Faith come as a package and we aim to embed them in the life of our academies in a worked out way. We recognise that at times we may highlight particular values to bring them into greater prominence within our academies and these are currently the five values of Forgiveness, Hope, Joy, Perseverance and Wisdom. We believe these values to be in accordance with British values springing from our Judeo-Christian roots. Collective worship will play a major and vital part in assisting with this process of embedding these values in the life our academies.

The Multi Academy Trust Members and Directors are aware of their responsibilities in law and are committed to the provision of an excellent education within its academies in accordance with our Anglican foundation. This is embraced in our Dayspring Trust vision statement:

- **Forge a supportive and challenging family of academies**
- **Provide excellent education within a strong Christian community**
- **Resource our pupils for wise and generous living**

In addition, each academy also has its own distinctive mission statement, flowing out from the vision statement of the Dayspring Trust.

At Ian Ramsey CE Academy:

"Together to learn, to grow, to serve."

This is embodied in scripture:

'Each of you should use whatever gifts you have received to serve others, as faithful stewards of God's grace in various forms.' 1. Peter 4.10

At Venerable Bede CE Academy:

"Soar to the heights together"

This is embodied in scripture:

'But those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.' Isaiah 40:31

This policy has been developed to take into consideration our ethos as well as local and national policy and guidance.

ADMISSION TO SCHOOLS IN 2017/18

APPEAL PROCEDURE

1. This note provides further information on the appeal procedures and the following paragraphs indicate the action you should take if you wish to appeal. Please keep this sheet for your information. If, at any stage, you decide not to pursue the matter, I should be grateful if you would inform the Clerk to the School Admission Appeal Panel (Tel: 0191 5611059).
2. A School Admission Appeal Panel is empowered to consider appeals from parents who are not satisfied with the Authority's response to their expressed preferences. The School Admission Appeal Panel is independent of People Services and the decisions of the School Admission Appeal Panel are binding on the Authority. Equally, the decision of the School Admission Appeal Panel is final, subject to a review by the Secretary of State for Education and Skills or the High Court, in either case this would occur only in the most exceptional circumstances. All appeals are heard in private.
3. An appeal should be made in writing on the form attached, stating the grounds for the appeal. The School Admission Appeal Panel will have the original reasons for your preference so there is no need to repeat these on the form. You can, however, use the form to add to your original reasons, if you so wish. If you decide to use any medical reasons in support of your appeal, it is helpful if any medical certificates, a letter from your doctor, or any other document in support of your appeal can be included with your appeal form when you send it to the address shown below. **Please note that it is not possible for the School Admission Appeal Panel to obtain this information.** Parents are encouraged to attend School Admission Appeal Panel hearings and if they do, they will have the opportunity to speak and, at the discretion of the Panel, be accompanied by a friend or be represented by someone else. If a parent does not attend the hearing, the appeal will be decided by the Panel on the basis of the information on the written statements including the appeal form. If parents, who have said they will attend, do not, and there is no reasonable explanation, the appeal will be decided on the information available to the Panel at the time fixed for the appeal.

If you wish your appeal to be considered by the School Admission Appeal Panel, you should complete the attached form and return it to **The Clerk to the School Admission Appeal Panel PO Box 100 Civic Centre SUNDERLAND SR2 7DN** within **14 days of receipt of the appeal forms**, from whom further advice can be obtained on the arrangements for the hearings. If no reply is received within **14 days**, it will be assumed that you do not wish to pursue the matter.

4. You will be given at least 10 working days notice of the hearing, which will be held at a local venue. Please note that you may waive this notice by stating clearly on the form that you wish to do so. At least 7 working days prior to the hearing, the Clerk to the School Admission Appeal Panel will send to you (the Appellant) by post, a written statement summarising the application of the Authority's School Admission policy to the case in question and the reasons for the decisions taken. Please ensure that any change of address by you is notified to the Clerk to the School Admission Appeal Panel to enable relevant correspondence to be sent to you.
5. As explained earlier, the decision of the School Admission Appeal Panel is final and binding on the Authority. The Clerk to the School Admission Appeal Panel will communicate the decision and the grounds on which it is made, to you in writing, as soon as possible after the hearing.

ADMISSIONS TIMELINE

12 September 2016	Preference period begins and parents should have received their information pack.
31 October 2016	Preference period ends – preferences received after this date will be considered after those received on time.
1 March 2017	Parents/carers will be able to log into their application to confirm whether a place has been offered, if they applied online. Letters will only be posted where a paper application is received or it has not been possible to offer a place at a preferred school. Details of how to appeal will be explained in this letter.
24 March 2017	Acceptance form should be returned by this date.
27 March 2017	First reallocation of places begins.
4 April 2017	Appeal forms must be returned by this date.
May – July 2017	Appeals held – parents will be notified of the outcome within five working days of the hearing.
May – August 2017	Reallocation of places.
15 December 2017	Waiting lists cease to operate.