

**This process only applies if the Academy is over-subscribed.
Places are available for September 2014**

Venerable Bede CE Academy Appeals Process

At Venerable Bede CE Academy, we wish to be fair, reasonable and transparent about any decisions we take concerning admissions.

The process below explains the appeal process you need to follow if you are unhappy about the Governors' decision regarding the application of a place for your child into our Academy.

Please note that this does not apply to children with a Statement of SEN. Appeals for these children are dealt with by the SEN and Disability Tribunal.

If my child is not offered a place at our Academy, can I appeal?

Yes – If your child is not offered a place at our Academy, you have the right to appeal against this decision to an independent appeal panel.

How do I do this?

If it has not been possible to offer a place within our Academy, information would have been included with your letter from the School Admissions Team or from the Academy if you have applied during the academic year.

If you wish to appeal against this decision, you would need to request a form from the Academy School Office. You will then need to complete the form, outlining your reasons, and return it to the person indicated on the Appeals Form. In our Academy, this is the Clerk to the School Admissions Panel of the City Council, who are administering the appeals on our behalf.

What happens next?

Appeal hearings are usually held between June and July, although occasionally they may still be held up to and during the summer holidays. You should complete and return your appeal form as soon as possible, so that an appeal hearing can be arranged.

You will be notified of the date of the appeal hearing at least 10 school days prior to that date. At least 10 school days before the hearing is due to take place, you will receive a copy of the Academy's statement of case. This will explain why it was not possible to offer your child a place at the school and the implications of more children admitted above the admissions' number.

What happens at the appeal hearing?

The appeal hearings for our school will be held at the Civic Centre and you will be invited to attend. Although there is a process to follow for the appeal hearing, the panel members do try to keep the meeting as informal as possible. It is possible to bring along a friend to support you.

The panels' members are volunteers and are completely independent of our Academy.

As the decision that is made by the panel members is final, it is very important that you take this opportunity to put forward your reasons for wanting a place in this Academy.

The panel will consider the Academy's case against your reasons and make a decision. You will be notified of the panel's decision in writing within five school days of the hearing via the Local Authority who are acting on our behalf.

What if my appeal is successful?

If your appeal is upheld (successful) then you have secured a place in the Academy for your child. Your child's details will be forwarded to the Academy and they will be included in any induction visits, etc.

If you have accepted a place in any other school/Academy (e.g second or third preference school), then the offer of this place will be cancelled. Your child's name will be removed from the original list.

What happens if my appeal is unsuccessful?

If your appeal is dismissed (unsuccessful), the decision is final. Your child will remain on the waiting list in case any vacancies arise.

It is only possible to have one appeal for the same Academy within the same year, unless there is a significant change in circumstances.

The Schools' Admissions Team will continue to encourage you to consider other schools/Academies for your child, whilst still remaining on the waiting list for our Academy.

What can I do if I'm unhappy about the Panel's Decision?

There is no further appeal. The letter that you receive explaining the decision of the Appeal Panel will inform you about the limited options that are available.

There is no right of appeal to the Secretary of State for Education. The Secretary of State cannot review or overturn decisions of appeals panels and only has a limited power to intervene in very exceptional circumstances.

The Local Government Ombudsman is not able to overturn an appeal panel's decision but can investigate written complaints about maladministration on the part of an admission appeals panel. This is not a right of appeal and has to relate to issues such as a failure to follow correct procedures or a failure to act independently, rather than complaints where you simply feel that the wrong decision has been made.

Please see attached Admissions Appeals Timetable for further information.

Venerable Bede CE Academy

Appeals Timetable 2014/15

In accordance with the School Admission Appeals Code, admissions authorities must set a timetable for organising and hearing appeals. The following timetable will apply to appeals for the academic year 2014/15.

Appeals in connection with year 7 starters – September 2014

Date of allocation of places	Monday 3 March 2014
Deadline for lodging appeals and providing evidence to support the appeal (if appropriate)	Monday 28 April 2014
Appeals to be heard by	Friday 27 June 2014
Notice of appeal hearing	At least 10 school days notice will be given to appellants (person(s) lodging an appeal)
Deadline for governing body to submit evidence for the appeal	At least 10 school days before the appeal hearing
Deadline for sending appeal papers to all parties	No later than 10 school days before the appeal hearing
Deadline for appellant to submit additional evidence	No later than 5 school days before the appeal hearing Information or evidence not submitted by the deadline may not be considered at the appeal
Late applications for appeals will be heard by	At the same time as previously scheduled appeals or within 30 school days of the appeal being lodged
Appeals for in-year admissions	Within 30 school days of the appeal being lodged
Decision letters sent to appellant	Within 5 school days of appeal hearing

Complaints in connection with the administration of the appeals process at the Academy may be raised with the Education Funding Agency (EFA). This body will consider the matter on behalf of the Secretary of State. Email: academyquestions@efa.education.gov.uk