

ADMIS-03-ADMISSION APPEALS

1 INTRODUCTION

- 1.1 This policy describes the processes which the Trust follows for students who have not been offered a place here and wish to appeal against that decision.

2 ROLE OF TRUST BOARD AND COMMITTEES

- 2.1 The Trust Board has overall responsibility for

- Monitoring the Admissions Appeals Policy.

3 ROLE OF PRINCIPAL AND SENIOR LEADERSHIP TEAM

- 3.1 The Principal is required to:

- Support the fair and impartial application of this policy,
- Make the policy public.

4 GETTING ADVICE/STANDARD PROCESSES

This policy is written generically, by **Solihull Metropolitan Borough Council (SMBC)**, for academies and schools within SMBC.

- 4.1 The Department of Education publish useful information about appealing for a school place.

- 4.2 Appeals are heard virtually on Microsoft Teams by an independent panel.

- 4.3 The appeal clerk will send you the details of your hearing.

- 4.4 Significant dates for Year 7 admission in September 2024:

- Closing date for submitting your appeal form: 12 April 2024,
- Appeals will be heard by: 17 June 2024 if possible.

- 4.5 Significant dates for a place starting at any other time:

- Closing date for submitting your appeal form: 20 days after receipt of your outcome (refusal)
- Appeal will be heard by 30 days after the appeals clerk has received your form or as soon as reasonably practical.

- 4.6 Appeals after the closing date may not be heard within the schedule.

- 4.7 Appeals are not heard during the school holidays.

- 4.8 You will receive 10 school days' notice of the time and date of the appeal hearing. Before your appeal hearing you will be sent a statement explaining why your child has not been offered a place and why the school is unable to admit another student.

- 4.9 Any additional documentation you want to provide in support of your appeal must be sent to the appeal clerk within 3 school days before your hearing date.

4.10 Further advice can be found at the [Parents' Guide to Appeals](#).

5 AUTHOR

5.1 The author of this policy is SMBC/Compliance Officer. They should be contacted for any points of clarification or suggested future amendments.

6 VERSION CONTROL

Policy Number	ADMIS-03
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Next review date	December 2024