

Admission Appeals Guidance and Timeline

All Academies in Leger Education Trust administers admissions in line with legal requirements of the National Code of Admissions and acting upon where appropriate advice and guidance from the Admissions forum and the DfE. Parents will apply for places as part of the Doncaster Local Authority process. We will work in partnership with Doncaster Local Authority to ensure student places are given fairly, in line with the published admissions criteria, which will conform with the National Code of Practice on Admissions.

The information below is provided by DMBC and details the Appeals Process:

Admission appeals

Why has my application been refused?

The council wishes to meet parental preferences for their choice of school.

However, the circumstances at individual schools can mean that this is not always possible. If this is the case parents will receive a letter from the council informing them of their decision, and of their Right to Appeal against this decision to an independent Appeal Panel. If your child is currently being taught within Key Stage 1 (i.e. Reception, Year 1 and Year 2), the current legislation states that these classes must not (with limited exceptions) contain more than 30 children taught by one teacher as to admit any further pupils, would prejudice the provision of efficient education or the efficient use of resources.

In the majority of cases your application will only have been refused if the admission limit for the year group has been reached or if you have been offered a place at a higher ranked preference. To admit any further pupils in either case would prejudice the provision of efficient education or the efficient use of resources.

How do I appeal?

Appeal forms are not available online and should be requested as per the instructions on your decision letter i.e. all appeals should be made in writing by completing the appropriate form provided by the Admissions Team.

To request an appeal form for a Doncaster school email admissionappeals@doncaster.gov.uk with the following:

- Childs Name
- Childs Date of Birth
- School you wish to appeal for

The documents will be emailed to you for you to complete and email back to us or they can be printed and returned to the address indicated on the form.

Alternatively, please leave the above details along with your home address on the voicemail service – 01302 737274 and the documents will be sent to you.

When will my appeal be heard?

Year of entry appeals only:

- Should be requested and lodged within 20 school days of receiving your decision letter. Your appeal will be heard by an Independent Appeal Panel within 40 school days from the date of the submission deadline.
- Appellants will receive at least 10 school days' notice of their appeal hearing. Parents can waive this notice period if they wish.
- Parents will receive the papers for the appeal normally 7 working days in advance.
- The decision following the hearing will be sent in writing within 5 school days of the hearing wherever possible.

All other appeals:

- Should be requested and lodged within 20 school days of receiving your decision letter. Your appeal will be heard by an Independent Appeal Panel within 30 school days from the date your appeal is lodged. All appeal decisions made by the panel are final and binding on the Admission Authority.
- Appellants will receive at least 10 school days' notice of their appeal hearing. Parents can waive this notice period if they wish.
- Parents will receive the papers for the appeal normally 7 working days in advance.
- The decision following the hearing will be sent in writing within 5 school days of the hearing wherever possible.