



SIKH ACADEMIES TRUST
Faith Inspired Education

Appeals Dates & Information 2023/2024

Date reviewed: Spring 2024

Date of next review: Autumn 2024

1. 'In Year' Appeals

The timetable for 'in year' appeals 2023-24 is below. If you have not been offered a place following an in-year application, the law entitles you to appeal to an Independent Appeal Panel. This panel is completely independent of the school and the Local Authority. Appeals for 'in year' admissions are held online. Please note that you can only appeal if you have been refused a place in writing after making a formal application.

If you wish to appeal, please email b.n.riddell@googlemail.com with your details and reasons for an appeal. He will pass your correspondence to the Independent Admissions Appeal Clerk. You should include any evidence or supporting material with your appeal form, and you **MUST** give the grounds for your appeal at the time you lodge your appeal form. Your appeal will not be accepted unless you state the grounds for your appeal. You may appeal for more than one school. Please do **NOT** use **ANY** other appeal form or send your form to your local authority.

Last day for lodging appeal forms	20 school days after the decision letter informing you that you had not been offered a place.
Invitation letter giving details about your hearing will be sent by the Clerk to the Independent Appeal Panel	At least 10 school days before the hearing. This may be by email.
Any <u>additional supporting evidence</u>	FIVE working days before your hearing. You are advised that additional paperwork received on the day of the appeal hearing will <u>not</u> be taken into account. Please provide the Clerk with copies of any <u>additional</u> evidence by <u>POST</u> . All such evidence to be submitted in A4 format and NOT bound but may be stapled on the top left-hand corner.
Letter from the Clerk informing you of the decision of the independent appeal panel	Usually within 5 - 10 school days after the hearing.

2. Appeal a secondary school decision for September 2024

If you have been refused a place at a higher preference secondary school, you can make an appeal to an Independent Appeal Panel. The admission authority for a school usually only refuses a place if it has received more applications than there are places available. You may want to appeal because:

- your child has a particular interest in the subjects offered by the school

- your child has medical, social, or educational reasons for wanting the place
- you have recently moved house

Think carefully before appealing. Most appeals fail because secondary schools are full and cannot admit additional children without harming the education of the existing children. Appeals can be stressful for parents and are expensive for schools. The Department for Education advises parents: “You should be aware that an appeal can prolong the period of uncertainty for parents and children, so it’s important to be realistic about your reasons for appealing and the chances of being successful.”

You should ensure you submit your appeal and evidence within the timelines (please email b.n.riddell@googlemail.com) and he will forward this to the Independent Admissions Appeal Clerk. After you make your appeal, the Appeal Team will send you an acknowledgement letter. It is suggested that you download the explanatory booklet about appeals which you should read before you complete the appeal form - [Booklet Link](#).

How to appeal: Preparing your evidence

When you appeal, you'll need to provide evidence on why you want your child to get the place. Parents need to provide exceptional medical, social or educational reasons for their preferred school, supported by evidence. Before you start your appeal, you should prepare your reasons for your appeal and any evidence you will submit for the appeal.

The Appeals Team will email you the date and time of your appeal hearing at least 10 days before the hearing. You will also be told the deadline date for submitting extra evidence. Late evidence is unlikely to be seen by the Appeal Panel. About a week before the hearing, you will be sent by post copies of the appeal papers including:

- your appeal form, and any evidence submitted by the deadline date and
- the admission authority’s written case explaining why the place was refused

At the appeal hearing, you will be invited to explain your reasons for appealing for the school and the admission authority will explain why it did not offer a place. The Appeal Panel will uphold or dismiss your appeal depending on whether it decides you or the admission authority have the stronger case.

A decision letter will be sent to you no later than 5 school days after the appeal decision is made. If your appeal is unsuccessful, there is no further right of appeal.

Appeal Timeframes

If you are refused a higher preference school place on 1 March 2024 for Year 7, September 2024 entry, make your appeal before midday, 28 March 2024. Appeals submitted by midday on 28 March 2024 should be heard by the end of the summer term. Appeals made after midday on 28 March 2024 will be heard from September 2024 onwards.

Date	Event
1 March 2024	Secondary Transfer Allocation Day
28 March 2024, midday	Deadline for submitting completed appeal forms
12 April 2024, 5pm	Deadline for submitting any additional documents or information in support of appeal
10 school days before appeal hearing	Appeals Team emails appeal date and time letters to parents
6 calendar days before appeal hearing	Appeals Team posts appeal papers to parents, admission authority, and Appeal Panel
May to July	Secondary Admission Appeals heard
Within 5 school days of the appeal decision	Decision letter sent to parents, admission authority and school