

ST DOMINIC'S CATHOLIC PRIMARY SCHOOL

ADMISSION APPEALS TIME-TABLE 2017 – APPLICATIONS MADE BEFORE THE CLOSING DATE

18 April 2017 NATIONAL PRIMARY OFFER DATE

The Learning Trust will send Offer Letters to parents and carers who applied by the closing date. Letters will be sent using Royal Mail post or by email when parents and carers have applied online and requested notification by email.

5 June 2017

Deadline for parents and carers to lodge an appeal.

Parents and carers wishing to appeal should obtain an Appeal Form from the School. This form should be completed and returned to the School, marked for the attention of Clerk to the Admission Appeal Panel, within the recommended closing date, which is 25 school days following receipt of the letter confirming that the application has been unsuccessful. The deadline for lodging an appeal is Monday 5 June 2017.

If an appeal is unsuccessful, the Governing Body will not consider a further application within the same school year unless there have been significant and material changes in the applicant's circumstances.

Appeal Hearings will take place within 40 days of the closing date for appeals. Parents and carers will be notified of dates and times.

ADMISSION APPEALS TIME-TABLE 2017 – LATE AND IN-YEAR APPLICATIONS

Late applications for the Reception Class

Applications received after the closing date, 13 January 2017, will be dealt with after the initial allocation process has been completed.

Offer received

Following the receipt of an offer of a school place, parents and carers have the right to appeal for a place at a school where they have been refused a place.

Parents and carers wishing to appeal should obtain an Appeal Form from the School. This form should be completed and returned to the School, marked for the attention of Clerk to the Admission Appeal Panel, within 20 school days following receipt of the letter confirming that the application has been unsuccessful

Appeal lodged

Upon the receipt of a completed appeal form, the School will send the appellant a letter of acknowledgement within 10 school days and forward the appeal to the Clerk to the Admissions Appeals Panel.

Appeal date assigned

The Clerk to the Admissions Appeal Panel will assign the appeal date, which will be within 30 school days of the appeal being lodged. The appellant will be sent a letter confirming this date 10 school days prior to the hearing date.

Appeal paperwork dispatched

The Clerk to the Admissions Appeal Panel will send the appellant the statements, appeal documents and any other relevant papers at least 5 school days prior to the hearing date.

Appeal hearing

The Admission Appeal will be heard by an Independent Appeals Panel, and will be clerked by a qualified admissions appeal clerk.

Decision letter

The Clerk to the Admissions Appeal Panel will be responsible for sending a decision letter to parents within 5 school days.