

Sacred Heart Catholic High School

Admission Appeals Timetable – Academic Year 2021/22

The Appeals timetable has been amended to comply with new Appeal Regulations that became law on 24 April 2020. The Regulations temporarily amend existing legislation to enable Appeal Hearings to proceed in a format that complies with the restrictions introduced to contain the spread of coronavirus. The temporary Regulations will remain in force until 30 September 2021.

The School Admissions Appeal Code requires the School Governing Body (who are the admission authority for the school) to publish a timetable for organising and hearing admission appeals.

Parents/carers have a statutory right of appeal against a decision of the Governing Body not to admit their child to Sacred Heart Catholic High School. Appeals will be heard by an independent Appeal Panel.

Appeal Hearings will be paper based until the temporary Appeal Regulations no longer apply. The Panel will meet in a format that complies with the new legislation and will consider written representations submitted by the parent/carer and the School Governing Body. Parents and school representatives will not be present at the Hearing.

Panel Members are trained to hear admission appeals and are independent of the school and the Local Authority. The Appeals Panel will include a person with experience of education, and a lay person, and one member of the Panel will be an experienced Chair. An independent Clerk will ensure that the correct procedures are followed at the Hearing and provide legal advice where required

Transfer Appeals

Children transferring from a primary school to a secondary school in September 2021 receive an offer of a school place from the Local Authority on or around the national offer day on 1 March 2021. The deadline for the receipt of admission appeals forms for pupils transferring to secondary school in Newcastle in September 2021 is **1 April 2021** and appeal forms for Sacred Heart Catholic High School should be submitted to the school by that date. Transfer appeals submitted by this deadline will be heard within 40 school days of that date (this deadline complies with the provisions in the new legislation and remains the same). Late transfer appeals received after the deadline will be heard within the same timescale if possible. If this is not possible a late transfer appeal will be heard within 35 calendar days of the appeal form being received by the school excluding school holiday periods.

In Year Appeals

In year appeals will be heard within 35 calendar days of the appeal form being received by the school excluding school holiday periods.

Appeal forms are available on request from the school office. If the school is closed requests should be submitted by e mail or post. Complete the form and return it to the school as soon as possible enclosing any supporting information that you want the Appeals Panel to consider. You will receive a letter confirming the date of the Appeals Panel and guidance on the appeals process at least 14 calendar days before the Hearing (unless you have consented to a shorter notice period).

If you have additional evidence to submit after you have sent in your appeal form, this must be received by the school as soon as possible and no later than 6 calendar days before the date of the Hearing so that it can be forwarded to the Clerk and Panel Members.

At least 7 calendar days before the Appeal Hearing, you will receive a copy of the written information that the Governing Body will submit to the Appeals Panel. This will include their reasons why your child has not been offered a place at the school. You will also be informed of the names of the Panel members. You will have the opportunity to submit written comments on the school case if you wish.

Panel members will receive the documentary evidence for the appeal at least 6 calendar days before the Hearing. Additional evidence that has not been received in time to meet this deadline will be circulated as soon as possible.

Further information on the appeals process is available in the School Admissions Appeal Code. This can be viewed or downloaded from the Department for Education website.