

# Sacred Heart Catholic Primary School, Hastings

## Appeals Information Sheet

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with the School Standards and Framework Act 1998. As the school's admissions authority, the governors must comply with reasonable requests from parents/carers for information, which they need to help them prepare their case for appeal.

Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/carers have the right to make oral representations to the Appeal Panel.

Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:-

1. The admission of additional children would not breach the infant class size limit; or
2. The admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
3. The panel decides that the decision to refuse admission was not one, which a reasonable admission authority would have made in the circumstances of the case.

The Appeals timetable for entry to Reception is as follows:

Notification of which school has been allocated	18 <sup>th</sup> April
Closing date for submission of appeal	23 <sup>rd</sup> May
First Appeal Hearings to be held from	13 <sup>th</sup> June & within 40 school days of the deadline

For applications for in-year admissions, deadline for receipt of appeals within 25 school days of the date of a letter confirming the decision to refuse an application. Appeal Hearings will be heard within 30 school days of the appeal being lodged.

You will receive confirmation that your appeal form has been received and then later, details of the date of your appeal hearing. Please note that if your appeal is part of the normal admission round, you may not be advised of the date of your hearing until after the closing date. The school's governing body will provide appellants with written notification of the date and arrangements for the appeal hearing. The notification will include a deadline for the submission of any further evidence that was not sent in the initial appeal. Governors will inform appellants that any information or evidence not submitted by the deadline might not be considered at the appeal hearing. Governors will ask appellants whether they intend to call witnesses or be represented at the hearing. Parents/carers may waive their right to 10 school days' notice of the hearing.

Appellants do not have the right to a second appeal in respect of this school for the same academic year unless, in exceptional circumstances, the governing body has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent/carer, child or school but still refused admission.

Appellants may apply for a place in this school in respect of a later academic year and have a further right of appeal if that application is unsuccessful.

**SACRED HEART CATHOLIC PRIMARY, HASTINGS  
SCHOOL ADMISSION APPEAL FORM**

**Infant classes are restricted by the legislation to 30 children.**

**Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:-**

1. The admission of additional children would not breach the infant class size limit; or
2. The admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
3. The panel decides that the decision to refuse admission was not one, which a reasonable admission authority would have made in the circumstances of the case.

<p>Full name of Parent/Carer: .....</p> <p>Address .....</p> <p>.....</p> <p>.....</p> <p>Tel. No. ....</p>	<p>Child's name in full <b>(PLEASE PRINT)</b></p> <p>SURNAME: .....</p> <p>FORENAME(S): .....</p> <p>.....</p> <p>Date of Birth .....</p> <p>.....</p> <p>Present School .....</p> <p>.....</p> <p>.....</p>
---	--

<p><b>Do you wish to attend the Appeal Hearing?</b></p>	<p><b>YES/NO</b></p>
---	----------------------

## APPEAL STATEMENT

**Grounds for Appeal**, including reasons for wanting your child to attend this school (continue on separate sheet if necessary)

---

---

---

---

---

---

---

---

---

---

---

---

**Any other information you consider relevant to an Appeal**, including particulars about your child.

---

---

---

---

---

---

---

---

---

---

---

---

**THIS FORM MUST BE RETURNED TO:**

Mrs L Shaw  
Admissions Secretary  
Sacred Heart Catholic Primary School  
Old London Road  
HASTINGS  
East Sussex  
TN35 5NA

**Email:** [g-office@sacred-heart.e-sussex.sch.uk](mailto:g-office@sacred-heart.e-sussex.sch.uk)