

**Admissions policy for academic year 2020-21
Amendment to appeals arrangements due to Covid-19 pandemic**

April 2020

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Associated documents:	
<ul style="list-style-type: none"> • School Admissions Code 2014 • School Admission Appeals Code 2012 • Equality Act 2010 • Human Rights Act 1998 • School Standards Framework Act 1998 	
Links to:	
<ul style="list-style-type: none"> • Admissions policy 2020/2021 • Equalities policy 	

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Context

In the light of the Covid-19 pandemic and related restrictions relating to the opening of schools, social distancing and the prohibition of gatherings of more than two people, this document sets out revised arrangements for the processing of admissions appeals.

This document should be read in conjunction with our *Admissions policy 2020-21*. It **replaces** section 10 of that document. All other parts of that document stand unchanged.

This document has been put together in the light of government guidance released on 14 April 2020, which will come into force on 24 April 2020, subject to legislation. This guidance can be found [here](#).

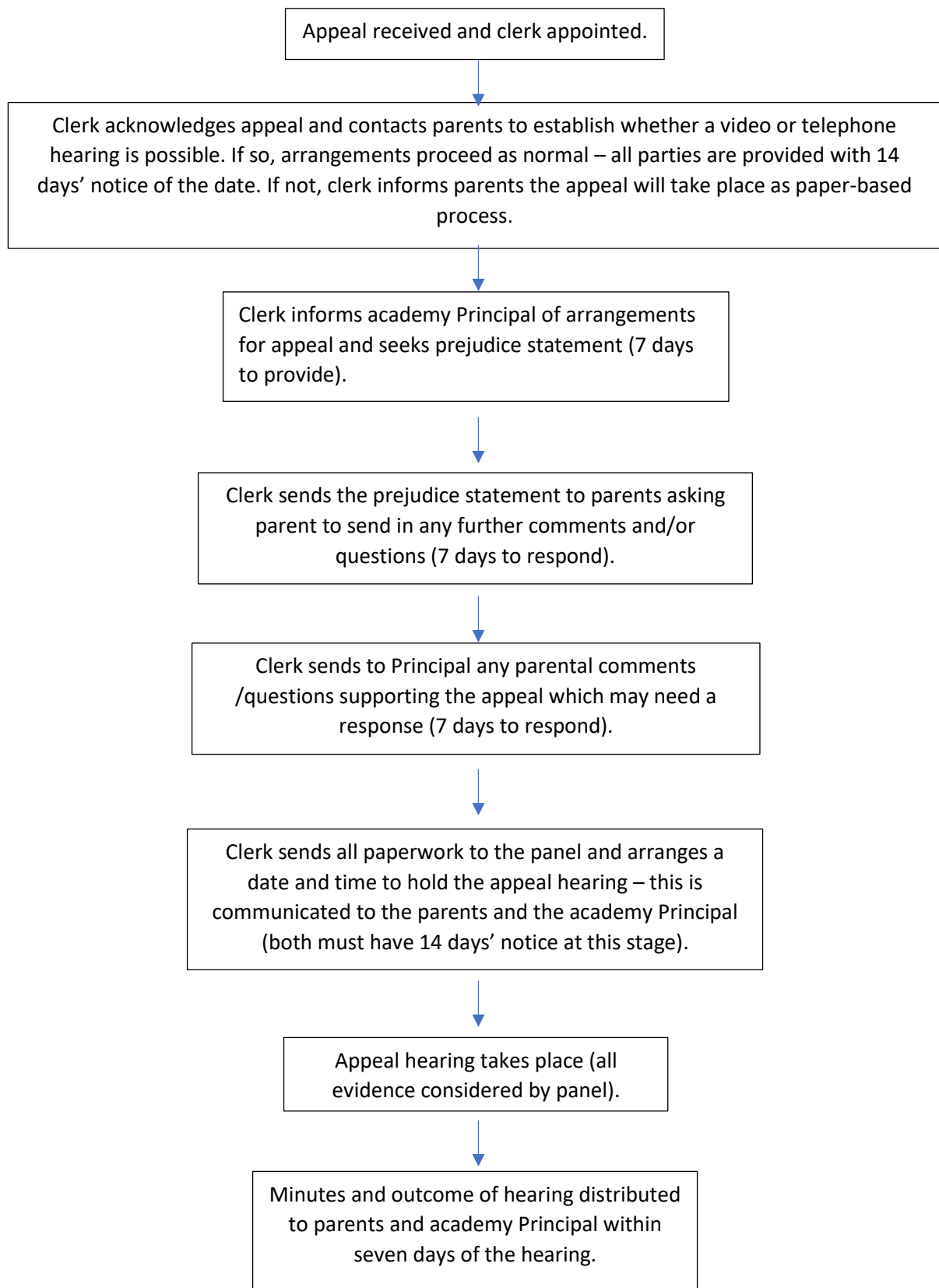
Changes to our original policy are highlighted in *italics*.

Replacement section 10 (overrides the arrangements on pages 7 and 8 of our *Admissions policy 2020-21*)

10 Appeals

- 10.1 Appeals should be submitted *directly to Academy Transformation Trust* on the appeals form in **Appendix 2** below (reproduced in this document for ease).
- 10.2 For applications made on the Common Application Form during the normal admissions round the deadline for submitting an appeal is:
 - 16 April 2020 or next working day for applications to join Year 7 or Year 12
 - 1 June 2020 or next working day for applications to join Reception or Year 3.
- 10.3 For all other applications the deadline for submitting an appeal is *28 calendar* days from the date of your notification letter.
- 10.4 Once you have submitted your appeals form we will acknowledge receipt of the form within *5 working days*. *A clerk to the panel will be appointed who will liaise with all parties.*
- 10.5 It is highly unlikely that we will be able to arrange for appeals to be heard in person for any applications relating to September 2020 admission. Instead, the clerk to the panel will seek to arrange for a hearing to take place either by video or telephone conference. If this is not possible (for example, because one of the parties is not happy to use or does not have access to the appropriate equipment), the clerk will arrange for the members of the panel to consider written evidence in the absence of other parties. The paper-based process is outlined in **Appendix 1**.
- 10.6 The appeals hearing (*in whichever form it takes*) will take place prior to the end of the academic year (or within 30 school days for in-year admissions). You will receive at least *14 calendar days'* notice of the appeals hearing date and additional information will be provided at this time.
- 10.7 You will receive the written decision of the panel from the clerk within 7 calendar days of the hearing.
- 10.8 If you miss the deadline for lodging an appeal, where possible we will try to hear your appeal within the same timeframe as if it had been on time. However if this is not possible it will be heard at a later date.
- 10.9 Appeals will be heard by an Independent Appeals Panel and conducted in accordance with the School Admission Appeals Code 2012 as amended by the Covid-19 related guidance published on 14 April 2020. Specifically, please note that appeals may be conducted on an agreed date even if all parties are unable to make representation and that appeal panels may go ahead with only two members if one member is forced to drop out.

Appendix 1 – Appeal flow chart for paper-based process



Appendix 2 – Admission appeals form

This form should be e-mailed to: appeals@academytransformation.co.uk

(If you do not have access to email, please arrange for this form to be posted to the academy to which the appeal relates).

Name of academy appeal relates to:

Click here to enter text.

Section 1: Child's Details

Forename (s): Click here to enter text.

Surname: Click here to enter text.

Address:

Click here to enter text.

Date of Birth: Click here to enter text.

Gender: Male Female

Section 2: Your Details

Surname: Click here to enter text.

Title: (Mr, Mrs, Miss, Ms or other) Click here to enter text.

Forename (s): Click here to enter text.

Relationship to Child: Click here to enter text.

Address:

Click here to enter text.

E-mail Address: Click here to enter text.

Telephone Number: Click here to enter text.

Mobile Number: Click here to enter text.

Do you need an interpreter? Yes No

If yes which language? Click here to enter text.

Please let us know if you have a disability or special need which would affect your ability to attend the meeting:

Click here to enter text.

Section 3: Oversubscription Criteria

Has your child a statement of Special Educational Needs or an Education, Health and Care Plan? Yes No

If yes to the above: Is this academy listed on your child's plan? Yes No

Is your child a looked after child or previously looked after child? Yes No

Is another child registered at the same address in attendance at the academy? Yes No

a) If yes to the above: child's name: [Click here to enter text.](#)

If you have selected yes to these questions please provide evidence with your application.

Section 4: Reason for the appeal

Please provide as much detail as possible and include any evidence in support of your appeal with this form.

[Click here to enter text.](#)