

## **SACKS MORASHA JPS**

### **ADMISSION APPEALS POLICY**

This Policy sets out the appeals process against a decision made by the Sacks Morasha JPS ("SMJPS") not to offer a place to an applicant for a place at SMJPS.

#### **1. The right to appeal**

- 1.1 All applications for a place at SMJPS will be processed and considered in accordance with the SMJPS Admissions Policy.
- 1.2 If you have been unsuccessful in obtaining a place for your child at SMJPS, you have the right to appeal this decision to an independent appeal panel, within 20 school days of receiving notification of this decision.

#### **2. Appeal Process**

- 2.1 As SMJPS is a voluntary-aided school, it is its own admissions authority and the Governing Body of SMJPS manages the appeal process.
- 2.2 In order to bring an appeal against a decision not to offer your child a place at SMJPS you must send your appeal, in writing, to the SMJPS office addressed to the Admissions Governor. Your written appeal must be lodged within 20 school days of the date on which you received notification that your child has not been offered a place. You will need to submit any evidence on which you wish to rely to support your grounds of appeal.
- 2.3 All appeals will be conducted in accordance with the statutory guidance set out in the School Admission Appeals Code 2012 (and any modifications thereto) from time to time, insofar as it applies to SMJPS.
- 2.4 Appeals will be conducted in accordance with the timetable set out in the Appendix to this Policy.

This Policy was ratified by the Governing Body of SMJPS on 6th July 2016.

A copy of this Policy and timetable will be placed on the SMJPS's website.

Date of next review: January/February 2017

### APPEALS TIMETABLE

TIMING	ACTION
Within 20 school days of notification that application is unsuccessful	Lodge written appeal to school office, addressed to the Admissions Governor
Within 60 school days of notification that application is unsuccessful <b>IF as a result of normal admissions round only</b>	Appeal must be heard
Within 60 school days of notification that application is unsuccessful, if possible or within 30 school days of appeal being lodged with the school <b>IF late application</b>	Appeal must be heard
Within 30 school days of appeal being lodged with the school <b>IF application for in-year admission only</b>	Appeal must be heard
Not less than 10 school days before the appeal hearing is to take place	<p>School must provide written notification to the applicant of the hearing date and of arrangements for the appeal hearing.</p> <p>Also:</p> <ul style="list-style-type: none"> <li>(i) inform applicant of deadline for submission of further evidence and that if this deadline is missed the evidence may not be considered at the appeal; and</li> <li>(ii) ask applicant if they will call witnesses or be represented at the hearing.</li> </ul>
5 school days before the appeal hearing is to take place	<p>Deadline for submission of:</p> <ul style="list-style-type: none"> <li>(i) further evidence by appellant and SMJPS; and</li> <li>(ii) appellant to confirm whether they will call witnesses or be represented at the hearing.</li> </ul> <p>If this deadline is missed the evidence may not be considered at the appeal (unless both parties agree).</p>
Within 5 school days after the hearing	Panel will provide written decision to the applicant, London Borough of Barnet and to SMJPS.