

Admission Appeals

Introduction

The arrangements below relate to admission appeals for places at St Cuthbert's Roman Catholic Academy Trust schools.

All school admission authorities have to make arrangements for applicants to appeal against admissions decisions. The arrangements for appeals by parents and students set out below relate to St Cuthbert's Roman Catholic Academy Trust schools whose Directors have made arrangements to administer their admission appeals.

All school admission appeals will be conducted in accordance with the latest relevant legislation and with the Secretary of State's Code of Practice on School Admission Appeals. (School Admission Appeals Code 2022).

This amended code allows for appeals to be held via video conference, if specifically requested, (Teams meeting), via telephone, or if necessary via a hybrid combination.

School Admission Appeals by Parents

Applicants refused a place at a school for their child have the right to make an appeal against the decision to refuse admission. School admission appeals are heard by independent admission appeal panels. Panel members receive appropriate training.

Your appeal will then be arranged on behalf of the Directors by an Independent Appeals Clerk and will be heard by an Independent Appeal Panel. The decision of this panel will be binding on the school and the parent.

The appeal panel will normally consist of no less than three members and no more than five, at least one of which must be a lay member i.e. a person without personal experience in the management of any school or the provision of education in any school. No member will have any direct connection with the school, appellant or the Admissions Authority. An independent clerk is appointed to act at appeal panel hearings, making a record of the hearing, recording the panel's decisions and their reasons, and advising the appellant of the outcome and notifying the parents of the decision.

Fraudulent Information

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the Directors reserve the right to withdraw the place.

Normal Admission Round

School Phase	Offer	Appeals Lodged by	Appeals to be heard by
Secondary	1 March 2026	13 April 2026	16 June 2026 (40 school days)
Primary	16 April 2026	15 May 2026	17 July 2026 (40 school days)

In year transfers will follow the appeals heard by timescales but will be arranged as and when required.

Guide

Once an appeal form has been submitted, an appeal hearing date will be set within 30 school days of receipt of the form for in year transfers or 40 school days during the normal admissions round.

You will receive a letter 10 days before the hearing confirming the date of the hearing with details of any deadlines for additional information. Guidelines will also be included in the pack.

Following the hearing you will be sent a letter confirming the decision within five working days.

If your appeal has been successful, it will contain instructions of what you will need to do next.

If your appeal has been unsuccessful the letter will include the reasons why the Panel decided to refuse your appeal.

Applicants will normally only be able to appeal once against the decision to refuse their application for admission to a given academic year at a given school. Further appeals for admission to the same academic year at the same school will only be authorised if the appellant can show that there has been a subsequent significant change in their circumstances which materially affects their case for a place at the school, or if new information comes to light which was not previously available and which materially affects the appellant's case for a place at the school.

For further information please contact the school.

Education Skills and Funding Agency

Parents who feel that the way in which admission decisions have been reached by the Authority and the Appeal Panel are improper, may take their case to -

Department for Education helpline

Telephone 0370 000 2288

Monday to Friday 9am to 5pm

You should get a decision on your complaint within 9 weeks (45 working days). You will be informed if it'll take longer

The ESFA cannot overturn an Appeal Panel's decision but can consider whether there has been any maladministration and request a new appeal hearing with a different panel.