



Talbot Primary School
Talbot Drive
Wallisdown
Poole
BH12 5ED
01202 513981
school@talbot.poole.sch.uk www.talbot.poole.sch.uk

Admission Appeals

If your child is refused a place at our school you have a right of appeal to an Independent Appeal Panel. This is known as an Admission Appeal.

There are two distinct types of admission appeal.

- Appeals for an infant class (Year Reception {also known as Year Foundation}, Year 1 and Year 2)
- Appeals for other year groups

Appeals can be made when applications for a place at our school are made:-

- (a) in the 'normal admissions round' (that is for places in the normal year of entry which is our Reception or Foundation year) or
- (b) as 'in-year applications' (that is applications made part way through a school year or in September but not those to the normal year of entry to the school as they are covered in (a))

The appeal process is regulated by the 2012 Admission Appeals Code of Practice produced by the Department for Education. This sets out in Section 2 the arrangements that must be followed with appeal hearings.

Paragraph 2.1 requires a timetable to be set which:-

- (a) includes a deadline for lodging appeals which allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal;
- (b) ensures that appellants receive at least 10 school days' notice of their appeal hearing;
- (c) includes reasonable deadlines for appellants to submit additional evidence, for admission authorities to submit their evidence, and for the clerk to send appeal papers to the panel and parties;

(01202) 513981
www.talbot.poole.sch.uk
school@talbot.poole.sch.uk





Talbot Primary School

Talbot Drive

Wallisdown

Poole

BH12 5ED

01202 513981

school@talbot.poole.sch.uk www.talbot.poole.sch.uk

(d) ensures that decision letters are sent within five school days of the hearing wherever possible.

These are in place and are applied whenever an appeal is made.

Paragraph 2.3 sets out the times within which appeals must be heard:

(a) applications made in 'the normal admissions round' ... appeals must be heard within 40 school days of the deadline for lodging appeals;

(b) late applications made 'in the normal admissions round' ... appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged;

(c) applications for 'in-year admissions' ... appeals must be heard within 30 school days of the appeal being lodged.

The Legal and Democratic Services Unit of Poole Borough make the necessary arrangements to convene an independent panel to hear the appeal.

If you wish to appeal you need to write to the 'Clerk to the Governors (Admissions)' at our school. Details of what you need to do will then be sent to you.

(01202) 513981

www.talbot.poole.sch.uk

school@talbot.poole.sch.uk

