



GUNNERSBURY CATHOLIC SCHOOL

The Ride, Boston Manor Road, Brentford, Middlesex TW8 9LB
Telephone: 020 8568 7281 www.gunnersbury.com

Mr Kevin S Burke, MA: Headteacher

Admission Appeals Timetable 2024

This document was drafted in line with the School Admissions Code (SAC) 2012 and the School Admission Appeals Code (SAAC) 2012.

1. National Offer Day for secondary schools **Friday 1 March 2024** (or the next working day). SAC, paragraph 2.23, point c).
2. Appellants have 20 school days (from the date of notification that their application was unsuccessful) in which to lodge an appeal by **Tuesday 16 April 2024**.
3. Appeals must be heard within 40 school days of the deadline for lodging an appeal. By **Friday 21 June 2024**.
4. Appeal Hearing dates: **May 2024 (TBC)**
5. Notice of appeal hearing must be sent out to appellants on or before **Tuesday 7 May 2024**. (10 school days before the hearing dates) See SAAC, paragraph 2.7.
 - a) Notification must include a deadline date for the submission of any further evidence not sent with the initial appeal papers.
 - b) The admission authority must inform appellants that any information or evidence not submitted by the deadline might not be considered at the appeal.
 - c) The clerk (this is not the Clerk to the IAP but the Clerk to the Governing Body or the Admissions Officer) must send all papers required for the hearing, including names of the panel members to both parties and the panel members in a reasonable time before the date of the hearing. To allow opportunity for any objections or declarations of interest. At least five school days before the hearings.

Please note parents can waive their right to 10 school days notice of the hearing. They must complete a waiver notice; signed before their hearing.

- d) The clerk must notify the parties of the order of the proceedings in advance of the hearing.
6. Production of Evidence. See SAAC, paragraph 2.9 and 2.10.
 - a) The admission authority must supply the clerk to the appeal panel with all relevant documents needed to conduct the hearing.
 - b) This includes details of how the admission arrangements and the coordinated admissions scheme apply to the appellant's application. The reason for the decision to refuse admission. The number of applicants offered a place with EHCP.
 - c) The school's statement of case providing an explanation of how the admission of an additional child would cause prejudice to the provision of efficient education or efficient use of resources. This should/could include:
 - The Governor's have consulted on their admission policy
 - The school's net capacity
 - The impact on the school if another child were to be admitted
 - Health and Safety implications
 - No additional funding for an extra teacher
 - No extra resources i.e. desks, chairs
7. Decisions of the appeal panel will be notified in writing to the appellant(s), admission authority and signed by the clerk or chair of the appeal panel as soon as possible but not later than 5 school days (**Friday 7 June 2024**), unless there is good reason. See SAAC, paragraph 2.24.