

## **Admissions Appeal Timeline**

If you are unsuccessful in being offered a place at the Sir Robert Pattinson Academy on the National Offer Day on 1 March 2023 you have the right to appeal against this decision to an independent appeals panel.

### **How to lodge an appeal**

Please appeal using our online form by Monday 30 March 2023.

Appeals received after this deadline will be heard within 40 school days of the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged.

### **The appeal hearing**

Applications made as part of the normal admissions round appeals will be held in the summer term.

You will be notified of the time and date of your appeal at least 30 days before the hearing.

You will be notified in writing of the outcome of your appeal.

Appeals are heard by an independent panel. A decision by an appeal panel is binding on the admissions authority i.e. a place must be given if an appeal is successful.

If you lodge appeals for more than one school, you will get a separate date for each appeal, which could be some weeks apart. If you do not attend your appeal hearing at the notified time and it is not reasonably practicable to offer another hearing date, your appeal will be dealt with using the information available. This will include the information submitted in your appeal form.

### **Submitting additional information**

If you wish to submit any further information other than that which you included with your appeal form, we ask that this is sent to us at least 10 days prior to your hearing. This is to enable this additional information to be included in the final pack of papers for your hearing, giving the Panel and the authority the opportunity to consider the information in advance of the hearing. Please note that if significant information is received after this deadline we may have to adjourn your hearing to a later date.

### **Disabilities**

Do please let us know if you have any disabilities and need assistance. We will try and meet these as far as is possible.

### **Interpreter or signer**

If you require an interpreter or signer you can have one at your appeal hearing. If you would like us to arrange this for you please tell us which language you require on the appeal form.

Alternatively, if you would prefer, you may arrange your own interpreter. If you are doing this, please let us know as soon as possible before the hearing.

### **Useful information**

The Advisory Centre for Education (ACE) is an independent national education advice centre which provides information on the education system. Website: <http://www.ace-ed.org.uk/>

Department for Education (DfE) The Department's website is [www.gov.uk/dfe](http://www.gov.uk/dfe)