

Appeals Process for Admission in 2024/25

If you are refused a place at Castle Hall Academy, we will write to tell you:

- Why your place was refused
- Your right to appeal
- How to appeal
- How it works

You will be told the date, time and place of your appeal hearing ten school days beforehand. You will get a document called 'Statement of the Case' five school days before your hearing. This explains why your child was not offered a place.

You will meet, possibly virtually, with an appeal panel of three or five people who are neither connected to the local authority nor the school. They will listen to both your case and that of someone from the Academy. You will get a letter telling you the panel's decision.

Decisions made by appeals panels can only be changed by the courts.

Where there is a limit of 30 children to a teacher

There is a limit of thirty children to a teacher in Reception, Year 1 and Year 2 classes.

If taking on another child means that the school would have to take extra steps which could cause problems, this is called class size prejudice.

If your child is refused a place because of this class size prejudice the appeal panel may only change that decision if:

- The admission arrangements were not properly put into place and your child would have been offered a place if they were.
- If the decision to refuse your child a place was not a reasonable one.

Where there is not a limit of 30 children to a teacher

This includes:

- All secondary school places
- Primary school places other than in Reception, Year 1 and Year 2
- Primary school places in those classes where class size limit doesn't apply because the classes arranged to keep the numbers under 30 children to a teacher.

These appeals take two steps:

Step 1:

The appeal panel looks at whether the admission arrangements for the academy were used properly when deciding if your child should get a place.

If they were not, and your child would have been given a place if they had been, the panel should allow your appeal.

Step 2:

The panel looks at your reasons for choosing that academy. If they decide that the academy could not cope with taking on more children, they should refuse the appeal.

School admissions appeals timetable

Appeals for children refused a place at a preferred school for admission to Year 7 or Reception class in September 2024 will be heard according to the following statutory timescales:

Year 7 2024	Key Dates	Notes
National Offer Day	Friday 1 st March 2024	
Deadline for receipt of completed appeal form	Friday, 10 May 2024	Appeals submitted after this date will be heard within 40 school days of receipt of the appeal form as per 2.3a of the School Admission Appeals Code (2022).
Appeal Hearings	Week Commencing Monday, 24 June 2024	Appellants will receive 10 school days' notice of the appeal hearing
Late Year 7 2024		
Appeals received after 10 May 2024 will be heard	Within 40 school days of the deadline for appeals wherever possible, or 30 school days of the appeal being lodged.	2.3b School Admission Appeals Code (2022).
In-Year		
Appeals heard	Within 30 school days of the appeal being lodged	2.3d School Admission Appeals Code (2022).

- A copy of the school's statement of case will be sent to each parent/carer, five school days before the hearing.
- Any additional evidence parents/carers wish to submit in support of their appeal must be sent to the clerk at least seven school days before the hearing. Any evidence not submitted by this deadline may not be considered by the independent appeal panel.

Decision Letters for all heard appeals will be sent within FIVE school days of the hearing wherever possible.

If you are not successful

If you do not win your appeal, you will be told what your options are.

Parents can only have one appeal to a school in any school year.