



School Admission Appeals 2017/18 – Swillington Primary School

If you have been refused a place at Swillington Primary School you have the right of appeal against the decision to an Independent Appeal Panel. You can appeal for more than one school at the same time.

If you wish to make an admission appeal you must complete an appeals form. These are available from the school or from Leeds City Council Admissions Department. These must be returned to Brigshaw High School reception. The schedule for returning these forms is set out below:

Transfer to Primary School (Reception 2017/18) Admission Appeals

Letters sent to parents/carers	18 th April 2017
Deadline for submitting appeals	16 th May 2017
Appeals received by the deadline will be heard within 40 schools days	by 18 th July 2017

Appeals submitted after the above deadlines will be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged however this may not be before the end of the academic year (i.e. 26th July 2017).

In Year Admission Appeals

Appeals will be heard within 30 schools days of lodging the appeal
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Appeals against a decision for transfers in any other year group will be heard within 30 school days of the appeal being lodged.

Further information

You will be sent a letter informing you of the date, time and location of your appeal. You will receive at least 10 school days' notice of the appeal hearing.

Wherever possible, the appeals clerk will send you the appropriate appeal paperwork 4 working days in advance of the hearing. This will include the admission authority's case which provides the reasons why your child was refused a place at the school.

You must ensure any additional evidence you wish to submit in support of your appeal is received by the Admissions Team at least four working days before your appeal. Any material not submitted by the specified deadline may not be considered by the Independent Appeal Panel. You must also inform the Local Authority if you intend to call any witnesses or be represented at the appeal hearing.

Decision letters will be sent within five school days of the appeal hearing.

School days are term time only and do not include school holidays. If an appeal is submitted in the holidays the school days deadline will not start until the beginning of the next term e.g. an appeal received in July after schools have closed will not be heard until the new academic term, 'school days' will start from the beginning of the new term in September.