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Ref: Admissions Appeals

Wednesday, 29 February 2012

Appeals procedure following refusal of admission.

You are entitled to appeal against a refusal to admit your child after making an application (either during the current school year or during the normal admission round Y6).

The following timetable lays out the process and minimum response times.

- Within **20 school days (4 working weeks)** of the refusal you must write to the Governing Body of Belper School and Sixth Form Centre stating that you wish to appeal against the refusal to admit your child and giving the reasons why you feel it should have been approved. (Return this to the address above, FAO Clerk to the Governors and include the name of the child, their date of birth and the date on your refusal letter)
- The school must comply with reasonable requests from you for information that you may need in your appeal
- You will receive notification of the date of the appeal hearing within **10 school days** of the school receiving this appeal request
- You will be told of the time and place that the appeal will be held and given sufficient notice for you to get relevant information to the clerk to the appeals panel
- The appeal will be organised so as to comply with the School Admissions (Appeal Arrangements) (England) Regulations 2012* and will be independent of the school
- The appeal will be heard within **40 working days** of receipt of your appeal
- The decision of the Appeals Panel will be sent out within **5 working days** of the Appeals Panel meeting
- Should the appeal be successful your child will be admitted without delay

* a copy of this document can be found on the school website or the DFE website