

## Macmillan Academy Appeals Timetable 2023 Entry

As our own admissions authority and in accordance with the School Admissions Appeals Code, Macmillan Academy is required to set out a timetable for hearing any appeals that are lodged.

If you wish to appeal against a decision where a place was not offered for your child at Macmillan Academy please telephone admissions on 01642 800800.

November/December 2022	Macmillan Academy Year 6 Assessment
1 March 2023	National Offer Day. Emails and/or letters sent by Local Authority to parents confirming outcome of application.
28 March 2023	Closing date to lodge an appeal.
May 2023	Year 6 Appeals to be heard by independent panel.

Note: - Appeals lodged after 28 March 2023 will, where possible be heard in the normal admission round. Where it is not possible they will be heard within 40 school days of the date of receipt of that appeal.

### Notice of Appeal Hearing Date

Letters notifying parents of appeal dates and times will be sent out in line with the statutory guidance. These letters will be sent out at least 10 school days in advance of the hearing from the School Admission Appeals Service Hartlepool (unless you have agreed to a shorter period). All correspondence from this point will be from them.

All correspondence provided from both the appellant and the admission authority will be provided to the appeal panel. Any further evidence must be submitted at least 5 school days in advance of the hearing.

Once all appeals have been heard the Clerk to the panel will write to inform you of a decision. This will be no later than 5 school days after the final appeal.

### Macmillan Academy In Year Appeals

Appellants have 20 school days from the notification that their application was unsuccessful to prepare and lodge their written appeal.

Letters notifying parents of appeal dates and times will be sent out in line with the statutory guidance. These letters will be sent out at least 10 school days in advance of the hearing from the School Admission Appeals Service Hartlepool (unless you have agreed to a shorter period). All correspondence from this point will be from them.

All correspondence provided from both the appellant and the admission authority will be provided to the appeal panel. Any further evidence must be submitted at least 5 school days in advance of the hearing.

Once all appeals have been heard the Clerk to the panel will write to inform you of a decision. This will be no later than 5 school days after the final appeal.

Please contact Mrs Gettings at Macmillan Academy on 01642 800800 to request an appeal form.