

Sacred Heart Catholic High School

Admissions Appeals – Academic Year September 2019 to August 2020

Parents or guardians have a right of appeal against the decision of Sacred Heart Catholic High School admission authority (the Governing body) not to admit their child to Sacred Heart Catholic High School.

Appeals are heard by an independent Appeals Panel made up of 3 or 5 members including lay people and people who have educational experience. The Clerk to the Panel is independent of the school.

Parents or guardians and representatives of the admission authority are invited to attend the appeals hearings and to present their cases before the Panel.

School Admission Appeal Panels must comply with the requirements of the law.

For a more detailed explanation of the appeals process please refer to the School Admission Appeals Code available on the Department for Education website.

The Timetable for Admission Appeals for Sacred Heart Catholic High School is set out below:

Appeals Timetable 2019/2020

In accordance with the School Admission Appeals Code, Sacred Heart Catholic High School, as the admission authority, must set a timetable for organising and hearing admission appeals. The following timetable is for appeals for admission in the academic year September 2019 to August 2020.

Transfer Appeals -

Transfer Appeals - Parents will receive an offer of a school place for September 2019 from the Local Authority on or around National Offer Day which is 1st March 2019. The deadline for the receipt of transfer appeals for September 2019 entry is 5th April 2019. Transfer appeals received by the school within that deadline will be heard within 40 school days of the deadline. Transfer appeals submitted after the deadline will be heard within 40 school days of the deadline where possible or within 30 school days of the appeal being received by the school.

In Year Appeals - In year appeals will be heard within 30 school days of the appeal being received by the school.

If your child has not been offered a school place at Sacred Heart Catholic High School and you want to appeal against the decision of the Governing Body, contact the Attendance/Admissions Manager at the school for an appeal form. Complete the form and send it back to the school with any supporting information you want the Appeals Panel to consider.

You will receive a letter telling you the date, time and venue of the Appeals Panel and guidance on the Appeals process at least 10 school days before the hearing.

Any additional evidence that you want the Panel to consider must be submitted to the Clerk to the Appeals Panel c/o Sacred Heart Catholic High School no later than 7 school days before the Appeals hearing.

The Clerk to the Panel will send you a copy of the school's statement of case that includes reasons why your child was refused admission, at least 5 school days before the Appeals hearing. You will also be informed the names of the Panel members who will consider your case.

The Clerk will send a copy of all the documentary evidence to the Panel members at least 5 school days before the hearing.

After the hearing, the Clerk to the Appeals Panel will inform you in writing of the decision of the Panel and of the reasons for this, within 5 school days where possible.