

## **ADMISSION APPEALS ARRANGEMENTS 2018/2019**

STEP Academy Trust is the admissions authority and the allocation of school places for Burfield Academy has been delegated to East Sussex County Council's School Admissions Team.

If you applied online and on time, you will receive an email telling you when you can log in to find out the result of your application, during the evening of 16 April 2018. If you are unable to receive emails, a letter will be sent to you.

Offers must be accepted or declined within 14 days of receiving the offer.

Parents/carers who are not offered a place at Burfield Academy for their child will be entitled to appeal. The management of appeals has been delegated to the East Sussex Independent Appeals Service.

### **Deadlines for parents to submit appeals:**

**Secondary school appeal deadline:** Monday 16 April 2018. This is the appeal deadline for children starting secondary school in September 2018.

**Primary school appeal deadline:** Friday 18 May 2018. This is the appeal deadline for children starting Reception Year or Year 3 from September 2018 onwards.

**In-year appeal deadline:** within 25 school days of the parent being informed in writing their application was unsuccessful.

### **Hearing dates:**

**Secondary appeals** – the date by which secondary appeals (which have been received by the submission deadline) will be heard is **Friday 25 May 2018**.

**Primary appeals** - the date by which primary appeals (which have been received by the submission deadline) will be heard is **Friday 20 July 2018**.

**In-Year appeals:** These must be heard within 30 school days of receiving the appeal.

Appellants will receive at least 10 school days' notice of their appeal hearing date.

Appellants must submit their additional evidence, and STEP Academy Trust to submit their evidence, at least 10 school days prior to the hearing date.

Wherever possible decision letters will be sent to appellants within 5 school days of the hearing, or, where multiple appeals for an academy are heard on more than one day, within 5 school days of the last hearing day for that academy.

This is a summary, for full details, please see the links below for further information.

<https://www.eastsussex.gov.uk/educationandlearning/schools/admissions/completed/detailed-guidance-school-admission-appeals/school-admission-appeals-guide/>

<https://apps.eastsussex.gov.uk/educationandlearning/schools/findingaschool/appeals/form/page4>