

SATURN EDUCATION TRUST

ADMISSION APPEALS TIMETABLE

The Saturn Education Trust (“the Trust”) is the Admissions Authority for Corfe Castle CE Primary School, Swanage St Mark’s CE Primary School and Wareham St Mary CE Primary School (“the School”). You will have at least 20 school days from the date of notification that your application for a place at one of the Trust schools was unsuccessful to prepare and lodge your written appeal.

To appeal you must complete the Appeal Application Form (please see Admissions Appeals: A Guide for Parents) clearly stating the reasons for your appeal and providing any supporting documents. Additional supporting documents may be submitted at a later date (please see prescribed timescales below).

- 1. September Entry:** If you are appealing for a school place for a child who is due to start in Reception Year in September, the deadline for submitting your appeal with the Clerk is the last day of March prior to the date of entry (eg; 31st March 2018 for entry in September 2018). Appeals received after this date will be heard within 40 school days of this deadline, or within 30 school days of the appeal being lodged, whichever is the later.
- 2.** If you are appealing for a school place for a child following a Late Application (application was received after deadline & decision not made by the offer date) or a In Year Application (submitted for a place in Reception Year on or after the first day of the first school term of the admission year, or for a place in any other year group), your appeal will be heard within the timescales prescribed below.
- 3.** Once an appeal is lodged the following timescales will apply:

Task	Deadline
Notification of Appeal Hearing (date & arrangements)	10 school days before the hearing
Admission Authority to submit their case /evidence	9 school days before the hearing
Clerk to send appeal papers to appellants, the panel and the Admission Authority	8 school days before the hearing
Appellants to submit additional evidence	5 school days before the date of the hearing (Information received by the Clerk after this date will be considered by the Panel at the start of the hearing, if the Panel believes this information to be significant, an adjournment could be called so that all parties can consider it.)
Date of Appeal Hearing.	<ol style="list-style-type: none">1. Normal Admission Round Appeals within 40 school days of the appeal deadline)2. Late Application Appeals 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.3. In –Year Appeals will be heard within 30 school days of the appeal being lodged.
Decision letters to be sent	5 school days (wherever possible)