

## Bay House School Admission Appeals

If your child has been refused admission to a school, you have the right to appeal to an independent appeal panel. You may appeal for more than one school.

If you make an application to Bay House School and we are unable to admit your child, you will receive an acknowledgement letter advising you of your right of appeal.

### **Requesting an appeal**

If you wish to appeal against the decision of the School not to admit your child, please send your request to the Admissions Department at the School (if you want to appeal for more than one school, you will need to contact each school individually).

### **When will my appeal be heard?**

Appeals for admission into Year 7 entry in September will be heard from May onwards. A timetable for these appeals is published on the calendar section of the School webpage.

For in year admissions, we will endeavour to hear these within 30 school days of the appeal being lodged. For appeals lodged after 20 June, hearings will be scheduled from two weeks after the start of the autumn term in September.

### **What will I be required to do?**

If you choose to appeal this **must** be submitted in writing setting out the grounds on which your appeal is made - you will be sent a 'notice to appeal' form with the acknowledgement. You will also be encouraged to attend the hearing to present your case in person. We will send you written notification of the date and venue of the hearing at least 10 school days in advance.

### **When will I receive the panel's decision?**

The Clerk to the Independent Admission Appeal panel will usually write to you with the Appeal Panel's decision within 5 working days of the hearing, although this may not be possible where there are multiple appeals for the School. The School is also sent a copy of the letter. The decision of the independent appeal panel is binding upon the School and can only be overturned by the Courts.

**If your appeal is upheld** we will contact you to make the necessary arrangements for your child's start date.

**If your appeal is not upheld** the [County admissions team](#) will be able to tell you where school places are available. You can contact them directly to discuss your options and make enquiries about places at other schools.

You cannot appeal again in the same academic year unless there is a significant and material change in your, or the School's, circumstances. If this applies to your situation you should write to us detailing your change in circumstances. You may of course remain on our waiting list for a place.

Please refer to the 'frequently asked questions' guidance notes [HERE](#).