

## **Appeals for Green Lane Primary Academy 2018**

If your preference for a place at Green Lane Primary Academy has not been met, you can appeal against the decision to an independent appeals panel.

You will need to formally submit an appeal application by completing an appeal application form, available from The Admissions Officer, c/o Green Lane Primary Academy. We will send you a booklet which explains the appeals process and gives general guidance to applicants. The completed form and any additional information which you wish to be considered by the appeals panel should then be sent to:

Admissions Officer, c/o Green Lane Primary Academy, Ribblesdale Avenue, Garforth, Leeds, LS25 2JX.

In the case of appeals for the incoming Reception, you must submit your appeal by 16<sup>th</sup> May 2018 for September 2018 start date applications. Appeals submitted by this date will be heard within 40 school days. Appeals submitted after this date may not be heard by the end of the Summer term.

For In-Year appeals (those relating to other than in coming Reception), the appeal will be heard no later than 30 school days after receipt of the application. The receipt of all applications will be acknowledged and you will be notified of the date and time of your appeal hearing at least 10 school days before the appeal.

You must ensure that all documentation is submitted in good time for it to be passed on to each member of the appeal panel. Ideally, you should include supplementary documentation with your appeal form but, failing that, no later than 7 days before your appeal.

Your appeal papers will be forwarded to the appeals clerk who will confirm the time and date of your appeal once all paperwork has been received. All appeals are held before an independent appeals panel.

Appeals will be heard within 30 days of receipt of the completed appeal application form.

Following the hearing, decision letters will be sent within five school days of the hearing.

School days are term time only and do not include school holidays. If an appeal is submitted in the holidays the school days deadline will not start until the beginning of next term, e.g. an appeal received in July after schools have closed will not be heard until the new academic term, 'school days' will start from the beginning of the new term in September.