



JOHN PORT SCHOOL

ADMISSION APPEAL HEARINGS FOR ADMISSIONS 2018-19

Parents, unable to obtain a place at the school of their choice, have the right to appeal against the decision to an appeal panel independent of the school and the Local Authority. Parents wishing to appeal must set out their grounds for appeal, in writing, which can be made online at www.derbyshire.gov.uk/admissions@derbyshire.gov.uk or by calling 01629 537499. The closing date for appeals for decisions notified on 1st March 2018 will be Thursday 12th April 2018. Appeals received by 12th April 2018 will be heard by Friday 15th June 2018.

Appellants will receive at least 10 school days notice of the appeal hearing. Unless the appellant agrees to waive their 10 school days notice to have the appeal heard sooner.

The Clerk for Admissions will send the school case to appellants at least five school days prior to the date of the hearing (unless the 10 school days notice has been waived).

The deadline for appellants wishing to submit additional evidence is three clear school days prior to the date of the hearing.

The Appeals Clerk will ensure that decision letters are sent within five school days of the hearing, wherever possible.

In-Year Admissions

For applications for in-year admissions appeals will be heard within 30 **school days** of the appeal being lodged.

Sixth Form Admissions

Where the offer of a place would have been conditional upon exam results, appeals should be lodged with the school within 14 days of receiving results and appeals will be heard within 30 **school days** of confirmation of those results.