

## Aston Community Education Trust

### Timetable for Admissions Appeals – Shirebrook Academy



Aston Community Education Trust uses the Admissions Appeals service provided by Derbyshire Local Authority. As such, we follow the Derbyshire timetable for Admission Appeals as outlined below:

- When parents are unable to obtain a place for their child at the school they want, they can appeal against the decision to an appeal panel independent of the council and the school.
- You should make your appeal within 20 school days of receiving notification that your application was unsuccessful.
- You will receive written notification of the date and arrangements for the hearing from the clerk to the appeal panel, at least 10 school days before the hearing, unless you have agreed to a shorter notice period.
- The letter from the clerk will also tell you the deadline by which you must submit any further evidence you would like the panel to consider. This deadline will be at least 6 calendar days before the hearing, to allow time for any late information submitted by yourself or the admission authority to be circulated to everyone involved in the appeal.
- At least 7 calendar days before the hearing the clerk will send you, the admission authority and the panel members, copies of all the papers required for the hearing, including a written statement of how the school's admission policy has been applied in your child's case, the reasons for the admission authority's decision to refuse your child a place at the preferred school, a copy of your appeal form and any additional information or evidence you have sent.

**Further information on the appeals process can be accessed here:**

<https://www.derbyshire.gov.uk/education/schools/school-places/appeals/secondary-appeal-guidance-information/secondary-school-appeals-guidance.aspx>

**To make an appeal, please follow the link below:**

<https://apps.derbyshire.gov.uk/dotnet-applications/admissions/default.aspx?admissiontype=AppealPrimary>

If you'd prefer a paper form and hard copy of these notes, please email the admissions and transport team email [\*\*admissions.transport@derbyshire.gov.uk\*\*](mailto:admissions.transport@derbyshire.gov.uk) who will arrange for an appeal form and notes to be sent to you.