

Admissions and Timetable of Appeals

For your child to attend our school we ask all parents and carers to follow our admissions policies for each academic year. You can find the admissions policies for all relevant years on our website.

We aim to ensure we make this process as easy as possible and make clear any explanations as to why we may not be able to admit a child to our school. If for any reason this information is not made clear enough or indeed if you feel your child is wrongly being denied a place at our school, please follow the admissions appeals process run by West Sussex County Council which can be found here: [Make an admissions appeal - West Sussex County Council](#)

Timetable for Appeals 2024 - Primary

Your appeal will be heard at what is called a Hearing, within a time scale of 40 school days from 14th May 2024 . It is likely to be heard at the end of June .

All other appeals known as 'in-year' admissions and those for Year R submitted after 12th May 2023 will be heard within 30 school working days of submitting the request.

Your appeal request should state your reasons for your request and any additional information/documentation/appendices should be submitted five days before the Hearing to allow time for it to be copied and distributed to all the interested parties. At least 10 working days before your appeal, unless you choose to waive this right, you will be sent detailed information regarding the process and also the date and names of the independent panel members who will hear the appeal.

The school is unable to guarantee that any original work/evidence/folders, submitted as part of the appeal, will be returned. Appellants may wish to submit copies in advance and then take important original documents verifying evidence to the appeal.

If you require any further information, please do not hesitate to contact the school office.

Following the right process to gain a place for your child at any school can be tricky. We have laid out all of the links and information you should need in the paragraphs above and on our policies site. Should you have any difficulty finding the information you need, understanding the process or indeed if you just wanted to check it through with someone at the school, please do contact our school office team who will be more than happy to help. You can find their contact details [here](#).

Timetable for Appeals - Primary

Your appeal will be heard at what is called a Hearing, within a time scale of 40 school days from 14th May 2024 [check LA deadline for appeals and update]. It is likely to be heard at the end of June [update or add specific date]. All other appeals known as 'in-year' admissions and those for Year R submitted after 14th May 2024 will be heard within 30 school working days of submitting the request.

Your appeal request should state your reasons for your request and any additional information/documentation/appendices should be submitted five days before the Hearing to allow time for it to be copied and distributed to all the interested parties. At least 10 working days before your appeal, unless you choose

to waive this right, you will be sent detailed information regarding the process and also the date and names of the independent panel members who will hear the appeal.

The school is unable to guarantee that any original work/evidence/folders, submitted as part of the appeal, will be returned. Appellants may wish to submit copies in advance and then take important original documents verifying evidence to the appeal.

If you require any further information, please do not hesitate to contact the school office.