

Studio West

Admission Appeals Timetable – Academic Year 2025/26

The School Admissions Appeal Code requires the School Admission Authority to publish a timetable for organising and hearing admission appeals.

Parents/carers have a statutory right of appeal against a decision of the Admission Authority not to admit their child to Studio West. Appeals are heard by an independent Appeal Panel.

Panel Members are trained to hear admission appeals and are independent of the school and the Local Authority. The Appeals Panel will include a person with experience of education, a lay person, and one member of the Panel will be an experienced Chair. An independent Clerk will ensure that the correct procedures are followed at the Hearing and provide legal advice where required.

The Panel will meet in accordance with the statutory process and will consider the representations submitted by the parent/carer and by the Admission Authority and will make an informed decision based on the information submitted.

Parents/guardians and school representatives will be invited to be present at the Hearing to present their case to the Panel. If a parent/guardian does not wish to attend the Hearing in person, the Panel will make a decision based on their written submission.

Transfer Appeals

Children transferring from a primary school to a secondary school in September 2025 receive an offer of a school place from the Local Authority on or around the national offer day on 1 March 2025. The deadline for the receipt of admission appeals forms for pupils transferring to secondary school in Newcastle in September 2025 is 1 April 2025 and appeal forms for Studio West should be submitted to the school by then. Transfer appeals submitted by this deadline will be heard within 40 school days of that date. Late transfer appeals received after the deadline will be heard within the same timescale if possible. If this is not possible a late transfer appeal is expected to be heard within 30 school days of the appeal form being received by the school.

In Year Appeals

In year appeals will be heard within 30 school days of the appeal form being received by the school.

Appeal forms are available from the school office and can be requested by email, telephone, in person or by post. Complete the form and return it to the school as soon as possible enclosing any supporting information that you want the Appeals Panel to consider. You will receive a letter confirming the date of the Appeals Panel and guidance on the appeals process at least 10 school days before the Hearing (unless you have consented to a shorter notice period).

If you have additional evidence to submit after you have sent in your appeal form, this must be received by the school as soon as possible and no later than 6 school days before the date of the Hearing so that it can be forwarded to the Clerk and Panel Members.

At least 7 school days before the Appeal Hearing, you will receive a copy of the written information that the Admission Authority will submit to the Appeals Panel. This will include their

reasons why your child has not been offered a place at the school. You will also be informed of the names of the Panel members. You have the opportunity to ask questions on the school case at the Hearing if you wish or you can submit queries in writing or by e mail in advance of the Hearing.

Panel members will receive the documentary evidence for the appeal at least 6 school days before the Hearing. Additional evidence that has not been received in time to meet this deadline will be circulated as soon as possible.

Further information on the appeals process is available in the School Admissions Appeal Code that became law on 1 October 2022. This can be viewed or downloaded from the Department for Education website.

This Appeals timetable may need to be amended to address any changes in legislation.