



The Minster School  
Appeal Hearings  
2018

Admissions Authority: The Minster School Governing Body  
Admissions Officer: Mrs L Hallam, The Minster School  
Clerk to Appeals: Mr T Redgate, Rothera Sharp Solicitors

**All on time appeals for admission to Year 7 September 2018 will be heard by 15 June 2018.**

Governors, in accordance with Section 2 of the School Admissions Appeals Code, have set the following timetable for organising and hearing appeals that will:

- a. include a deadline for lodging appeals which allows at least 20 school days from the date of notification that an application was unsuccessful to prepare and lodge a written appeal;
- b. ensure appellants receive at least 10 school days' notice of their appeal hearing;
- c. include reasonable deadlines for appellants to submit additional evidence, and for the clerk to send papers to the panel and all parties;
- d. require the clerk to ensure the decision letters are sent within five days of the hearing wherever possible.

Governors will ensure that appeals lodged by the appropriate deadlines are heard within the following timescales:

- a. for applications made within the normal admissions round<sup>1</sup> appeals will be heard within 40 school days of the deadline for lodging appeals;
- b. for late applications<sup>2</sup> appeals will be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged;
- c. for application to the Sixth Form, where the offer of a place is conditional upon exam results, appeals will be heard within 30 school days of confirmation of those results;
- d. for applications for in-year admissions<sup>3</sup> appeals will be heard within 30 school days of the appeal being lodged.

Any appeal submitted after the appropriate deadline will still be heard, in accordance with timetable published above.

Governors will ensure that the appeal timetable is published on the school website by 28 February each year.

---

<sup>1</sup> Under the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 an application is made in the 'normal admissions round' if it is not a 'late application' or an 'in-year' application.

<sup>2</sup> An application is a 'late application' if it is for the admissions of a child to a relevant age group; it is submitted before the first day of the school term of the admission year; and determination relating to the application is not made by an authority on or before the offer date. The 'relevant age group' is the age group at which pupils are or will normally be admitted to the school e.g. reception or year 7 (Section 142 of the School Standards and Framework Act 1988).

<sup>3</sup> An application is an 'in-year' application if it is for the admission of a child to a relevant age group and it is submitted on or after the first day of the school term of the admission year, or it is for the admission of a child to an age group other than the relevant age group.