

Appeals Guide and Timetable for Garforth Academy

If the Board of Directors have not been able to meet your preference for a place at Garforth Academy, you can appeal against the decision to an independent appeals panel.

You will need to formally submit an appeal application by completing an appeal application form, available from Tom O'Reilly, Strategic Leader of Admissions. We will also send you a booklet which explains the appeals process and gives general guidance to applicants.

The completed form and any additional information which you wish to be considered by the appeals panel should then be sent to:

Tom O'Reilly, Strategic Leader of Admissions, Garforth Academy, Lidgett Lane, Garforth, Leeds, LS251LJ.

In the case of appeals for the incoming Year 7, all appeal requests submitted by 20th April 18 will be heard in 40 school day. Appeal applications received after the deadline will be heard no later than 30 school days after 20th April 18 wherever possible, otherwise within 30 school days from the date the application was received.

IN-YEAR APPEALS

For In-Year appeals (those relating to other than the in-coming Year 7), the appeal will be heard no later than 30 school days after receipt of the application.

The receipt of all applications will be acknowledged and you will be notified of the date and time of your appeal hearing at least 10 working days before the appeal.

You must ensure that all documentation is submitted in good time for it to be passed on to the appeal panel. Ideally you should include supplementary documentation with your appeal form but, failing that, no later than 7 days before your appeal.

Your appeal papers will be forwarded to the appeals clerk and panel.

Following the hearing, decision letters will be sent within five school days of the hearing.

School days are term time only and do not include school holidays or weekends. If an appeal is submitted in the holidays the school days deadline will not start until the beginning of the next term e.g. an appeal received in July after schools have closed will not be heard until the new academic term; 'school days' will start from when the Academy re-opens in September.

If you have any questions about appeals for the Academy, please contact Tom O'Reilly on 0113 2127127 Ext: 27119 or via email at **o'reillyt@garforthacademy.org.uk**. Emails will be checked regularly through the holiday period.