

Alma Primary Admission Appeals

Appeals Key Dates

The deadline for lodging appeals is 11.59pm Monday 15th May 2026

The deadline for hearing appeals is Friday 17th July 2026.

Appeals Timetable

1. Parents of unsuccessful applications will be given at least 20 school days after notification of the unsuccessful application to lodge an appeal.
2. Appeals will be heard within 40 school days of the deadline for lodging appeals.
3. For late applications appeals will be heard within 40 school days of the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged.
4. Appellants will receive at least 10 school days' notice of their appeal hearing. This will include a deadline for submitting any additional information that was not sent with the original submission, however information or evidence not submitted by the deadline may not be considered.
5. Supporting documentation will be circulated to all parties within seven school days of the hearing.
6. Decision letters will be sent within five school days of the hearing, where practical.

Appeals Process

Appeals for a Reception place will be conducted in accordance with the School Admissions Appeals code. The school will set up an independent panel to deal with appeals, consisting of between two and five panel members and an appeals clerk. The members will include a lay member and a member experienced in education.

Appeals hearings will be held either in person, by telephone, video conference or through paper-based appeal where all parties can make representations in writing.

The Appeals Panel will follow a two-stage decision making process for all appeals except for appeals relating to infant class size appeals.

Stage 1: The panel will consider the following matters in relation to each child that is the subject of an appeal:

- i. Whether the admission arrangements complied with the mandatory requirements of the School admissions Code and Part 3 of the School Standards and Framework Act 1998; and
- ii. Whether the admission arrangements were correctly and partially applied in the case in question.

The panel will then decide whether the admission of additional children would prejudice the provision of efficient education or the efficient use of resources.

Stage 2: The appeals panel will either uphold or dismiss the appeal and must not uphold an appeal subject to any conditions. The decision must be decided by a simple majority of votes cast with the Chair having the casting vote.

Key elements of the appeals process

- At the hearing both the school and the appellant will be given the opportunity to make their case and ask questions of the other party and will be able to see all written material and evidence.
- Appellants will have the option to call witnesses or to be represented at the hearing.

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- The admissions authority will comply with any reasonable requests to supply information that may help with their appeal.
- Appellants will be given reasonable time to submit any additional evidence to support their application or for the admissions authority to submit their evidence.
- The admissions authority will supply the Clerk to the appeal panel with all relevant documents need to conduct the hearing in a fair and transparent manner and in accordance with the coordinated admissions process.
- If any new evidence is introduced at the hearing all parties must be given an opportunity to consider and comment on it. If the new information is so significant as to require a re-working of either party's case, or to require additional consideration by the panel, the hearing may be adjourned to a later date.
- The panel will communicate the decision of each appeal, including the reasons for that decision, in writing to the appellant, the admissions authority and the local authority.
- The panel's decision is binding and can only be overturned by a court ruling. If an appeal is successful the child of the appellant/s will be offered a place at school. If the appeal is unsuccessful the appellants can put /keep the child's name on a waiting list.
- Minutes of the hearing will be made and may be provided to the Secretary of State (YPLA) on request, if there is a complaint about the panel.