



## Admissions Appeals Process - 2019

Where a student is not offered a place at Knutsford Multi Academy Trust there is an appeal process.

A Parent/Carer must fill in an appeal form and this must be completed and submitted to the Academy within **20 school days** of notification. Appeal form can be downloaded from the admissions page <http://www.knutsfordacademy.org.uk/admissions3/113.html>

Appeals must be heard within 40 school days of the deadline for lodging appeals.

A "school day" is defined as any day in which the Academy is in session. This means that all weekends, bank holidays and school holidays are not counted. For example, an appeal made following a rejection of a place on national offers day will be as follows:

DATE	PROCESS
1 March 2019	National Offers Day. 1 March counts as school day 1 in the timeline.
28 March 2019	Deadline for lodging an appeal. (This is 20 school days from notification).
April 2019 onwards	Appellants will receive at least 10 school days' notice of the appeal hearing date.
17 June 2019	40 <sup>th</sup> school day from deadline for lodging appeal and last day by which the appeal must be heard.
5 July 2019	Written notification of the outcome of the appeal sent to appellant within five school days of the appeal hearing.