



## GREEN LANE PRIMARY ACADEMY



### Admission Appeals 2018/19

In accordance with the School Admission Appeals Code, Green Lane Academy Trust is the Admissions Authority for Green Lane Primary Academy. In order to discharge our duties under the Code we commission Hartlepool Local Education Authority, to manage our appeals and provide an independent appeal panel.

#### TIMETABLE

The following timetable will apply to appeals for Green Lane Primary Academy in the academic year 2018/19.

#### Admissions to Reception

Offer Day – the day offers are sent out informing parents of which school they have been offered a place.	15 <sup>th</sup> April 2019
Deadline for the receipt of appeals	13 <sup>th</sup> May 2019
Deadline for appeals to be heard	17 <sup>th</sup> July 2019
Appeals will be heard between	19 <sup>th</sup> June 2019 and 14 <sup>th</sup> July 2019

**Appeals should be made directly to the Academy on the form appended to this document.**

Appeals in respect of late applications will generally be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged. Appeals in respect of in-year applications will be heard within 30 school days of the appeal being lodged.

Appellants (the person(s) lodging an appeal) will receive a letter notifying them of the date, time and venue of the appeals panel appointed to hear their appeal at least 10 school days before the hearing.

Appellants and the admission authority must provide the clerk to the appeals panel with any documents they wish to submit to the panel no later than 6 working days before the appeals hearing.

The clerk to the panel will send to the panel, the appellants and the admission authority all the documentary evidence to be considered at the hearing at least 5 working days before the hearing.

The clerk to the panel will send a letter to the appellants and the admission authority notifying them of the Panel's decision and the reasons for the decision within 5 working days of the hearing wherever possible.

#### For further information contact:

Mrs Lesley Airey  
Senior Administrator  
Green Lane Primary Academy  
Green Lane , Acklam  
Middlesbrough  
TS5 7RU  
Email: [academy@greenlanemiddlesbrough.co.uk](mailto:academy@greenlanemiddlesbrough.co.uk)

Tel: 01642 277407

