



School Admission Appeal Procedure

To be read in conjunction with The Cornerstone Academy Admission Policy, School Admission Appeals Code 2022 and the Appeals Timetable.

Scope:

- The Appeal Procedure applies to applicants who have been unsuccessful in gaining a place for their child at The Cornerstone Academy.
- Applicants are entitled to appeal against the decision to an independent appeal panel.
- Applicants may only appeal once within the same academic year.

How is an Appeal Made:

- Applicants can lodge an appeal by completing an Appeal Form, available on The Cornerstone Academy website [Appeals Form](#)
- For deadlines to make an appeal please refer to the [Appeals Timetable 2026](#)
- For main entry appeals, once an appeal has been lodged, all valid appeals will be heard within 40 School Days and will be held on weekdays during term time.
- If an appeal is not valid (for example because no grounds have been submitted, or a place has not been refused), then the applicant will be notified of the circumstances for this.

In Year Applications will be heard within 30 School Days.

Submission of Paperwork

- Applicants have the opportunity to submit evidence when they lodge their appeal via the Appeals Form, they may then submit additional items up to 10 School days before hearing.
- The Academy will submit any evidence up to 10 School Days before the hearing.
- All evidence submitted by both parties within the agreed timescales will be shared with the Applicant, the Academy representative and the Independent Panel Members prior to the Hearing.

Independent Appeal Panel

- An Independent Appeal Clerk is appointed to oversee all Academy appeals and will convene an Appeal Panel made up of members who are Independent of The Cornerstone Academy, United Learning and BCP Council.

How is the Appeal Hearing Conducted:

Stage One

- At the appeal hearing, the Chair of the Panel will explain the process and invite the representative of the school to set out the reasons why it was not possible to offer your child a place.
- You and the Panel will then have the opportunity to ask questions of the school's representative.
- This is for general questions only relating to the school's case not specific to your child.
- After the Panel has heard the first stage of the appeal, there will be a brief adjournment for Panel to deliberate and consider if the school has made its case at that stage.
- If the Panel determines that the appeal can be allowed at stage one, then your child will be granted admission without the need to progress any further.
- The presentation from the Admission Authority will usually take up to 30 minutes.

Stage Two

- If the Panel determines that the school has made its case for not admitting any further children, we proceed to stage 2 which is when you will be invited back to put forward your case for your child.
- Parent will be invited to put forward their case, as a rule, generally take 20-30 minutes.
- This can then be questioned by the school representative and the Panel.
- Both parties will then have an opportunity to sum up.
- Neither party attending the hearing will be present alone with the Appeal Panel in the absence of the other.
- Once the appeal has been heard you will receive an email notification of the Panel's decision later that day.
- This will then be followed up by a detailed letter explaining how the Panel reached their decision within 5 school days.
- The Independent Appeals Panel is made up of three independent people, none of whom has a connection in any way with the school, the governing body or the Local Authority.
- The Panel Members are not paid for the work they do and are totally independent.

School Admission Appeal Flow Chart

BCP School Admissions notifies parent in writing that their school application to the Academy has been unsuccessful.

Parent is not satisfied with the outcome and uses the Appeals Form to lodge their appeal and submit their evidence. Refer to Appeals Timetable for Deadlines

Independent Appeal Clerk to convene an Appeal Hearing **within 40 school days.**

Parent is given **at least 10 school days notice** in writing of date and time of Appeal Hearing

At least 10 school days before Hearing all Evidence Submitted by both parties

Appeal Hearing with Independent Appeal Panel

Appeal Outcome- Decision to be relayed in writing within **5 school days** unless there is good reason.

Appeal Upheld/Successful – Child offered school place and arrangements made for enrolment into the Academy.

Appeal Refused – with reasons provided by Panel. There is no further right of appeal within the same academic year.

Decision accepted by Parent.