

## Appeals Guidance for School

If the school receives more applications from parents/carers than it has places available, not every child can be successful in securing a school place. The Trust will use its admissions criteria, also known as oversubscription criteria, to decide which children to allocate places to.

Parents/carers have the right of appeal to an independent appeal panel if they are dissatisfied with an admissions decision of the Trust. The appeal panel will be independent of the Trust. The arrangements for appeals will be in line with the School Admission Appeals Code published by the Department for Education. The decision of the panel is binding on all parties.

Parents can only appeal once for any academic year unless there has been a change in circumstances relevant to the application.

### School admission appeals timetable

#### In-year transfer applications

Appeals for children refused a place at a preferred school as a result of an in-year transfer application will be heard within 30 school days of the appeal being lodged.

#### September 2025 entry

Appeals for children refused a place at a preferred school for admission to Reception class in September 2025 will be heard according to the following statutory timescales:

#### Middlesbrough Schools

Offer	Appeals lodged by	Appeals heard by
16/04/2024	by 02 June 2025	within 40 school days
	after 02 June 2025	within 30 school days

Parents/carers will be notified of their appeal date at least 10 school days before the appeal is considered by the Independent Panel. This will include a timetable for the appeal to be heard.

A copy of the school's statement of case will be sent to each parent/carer in line with the timetable that includes the opportunity, along with necessary deadlines, for parents, the School and the Independent Panel to submit questions and receive answers to those questions.

Any additional evidence parents/carers wish to submit in support of their appeal must be sent to the clerk in line with the appeal timetable. Any evidence not submitted by

this deadline included within the timetable may not be considered by the Independent Admissions Appeal Panel.

Any appeals against decisions should be submitted as soon as possible to:

Captain Cook Primary School  
Stokesley Road  
Marton  
Middlesbrough  
TS7 8QW

Please contact the school office for an appeals form.