

## **Medway Anglican Schools Trust Admissions Policy and Appeals Timetable**

The Medway Anglican Schools Trust is a collaborative multi academy trust which aims to provide an outstanding education across all its schools, improving outcomes for pupils so that they achieve high standards and are ready for the next stage in their learning journey, within schools which are designated as being Church of England religious character and maintain their distinctive ethos. The relevant religious authority is the Rochester Diocesan Board of Education. Under the terms of the funding agreement with the secretary of state, the Medway Anglican Schools Trust is the admissions authority for all schools in the Trust.

This policy and timetable applies to all schools in the Trust including All Saints CE Primary Chatham; St Johns CE Infants School Chatham; St. James' CE Primary Academy Grain; and St Margaret's CE Junior School Gillingham Kent.

**The Trust will comply with the School Admissions and School Admissions Appeals Codes, as published by the Department for Education. The Trust will join in any Admissions Forum, co-ordinated admission arrangements and Fair Access Protocol that the appropriate authority might operate. The Trust expects that all schools in the Trust will ensure that their admissions arrangements, oversubscription criteria and admission number are considered (and consulted on if necessary) annually.**

**The Trust will make arrangements for an Independent Appeals Panel, properly trained and clerked. Currently we use Kent County Council Independent Appeals Panel and intend to hear appeals for admission to our schools in September from the last week in June.**

If your child is due to enter infant, primary or junior school in September, you can **appeal between mid-April and mid-May to guarantee that your appeal will be heard by the end of the academic year.** For applications made in the normal admissions round, appeals will be heard within 40 school days of the deadline for lodging appeals. For late applications appeals will be heard within 40 school days of the deadline for lodging appeals, or within 30 school days of the appeals being lodged.

The Trust will ensure that we comply with GDPR guidance when transferring information to the Kent independent appeals panel.

To appeal please contact the school before the appeals deadline to obtain the necessary templates, complete these and return to the school as directed on the form.

We will give you at least ten school day's notice of the hearing.

Appellants should submit any additional evidence, and for schools to submit additional evidence at least 7 working days in advance of the hearing so that the clerk can circulate paperwork.

Following the hearing, decision letters will be sent out within 5 days to both the parents and the school.

**Diversity (equality) impact assessment.** Admission arrangements and oversubscription criteria will be considered annually in order to address any adverse impact on prospective pupils.

**Monitoring arrangements – The Board and LGBs** will annually monitor arrangements, oversubscription criteria and admission number and if necessary conduct a consultation on any suggested changes or after seven years. The individual school admission's policies can be found on their websites.