

## Appeals Schedule

### How do I make an appeal?

If you wish to appeal against the result of the random allocation process for your child at the UTC you can appeal using the online appeals form. The appeals form can be accessed on the Doncaster UTC website by visiting the following link: <https://www.doncasterutc.co.uk/policies/appeals-process.pdf>

For appeals during the 2020/21 admissions round (to start Year 9 in September 2020), you should return your completed form to Doncaster UTC, email: [info@doncasterutc.co.uk](mailto:info@doncasterutc.co.uk)

### Doncaster UTC Appeals Timetable – 2020/21 Admissions Round

- Offer Date: 6 February 2020
- Acceptances to be received on or before Friday 14<sup>th</sup> February 2020
- Available places post Friday 14<sup>th</sup> February will be allocated on Monday 24<sup>th</sup> February 2020
- Deadline for lodging appeals: Friday 28<sup>th</sup> February 2020
- Deadline for hearing on-time appeals: 8th April 2020

**Note:-** Appeals lodged after 28 February 2020 will, where possible, be heard by 8 April 2020. Where it is not possible to hear the appeal by 8th April 2020 it will be heard within 30 school days of the date of receipt.

### Appeals relating to late applications

If your application was made after 12 December 2019 (closing date for receipt of applications for Doncaster UTC) appeals will, where possible, be heard by 8 April 2020. Where it is not possible to hear the appeal by 8<sup>th</sup> April 2020 it will be heard within 30 school days of the appeal being lodged.

### How much notice of the appeal hearing date will I have?

Letters notifying parents of appeal dates and times are sent out in line with statutory guidance. These letters will be sent out at least 10 school days in advance of the hearing (unless you have agreed to a shorter period than this).

If you wish to submit any further information other than that which you included with your appeal form, we ask that this is sent to Doncaster UTC no later than 5 days prior to your hearing. This is to enable the additional information to be circulated to all parties, giving the Panel and UTC the opportunity to consider the information in advance of the hearing. Please note that if significant information is received after this deadline your hearing may have to be adjourned to a later date.

**Decision letters are set out within 5 school days of the hearing wherever possible.**