



HARMONIZE ACADEMY

ADMISSIONS COMPLAINTS PROCEDURE

Document Information	
Admissions Policy	
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Responsible Harmonize Academy Manager	Marie McConville Vice-Principal
Date approved by Governing Body	
Signed (by or on behalf of Governing Body)	
Policy review date	February 2017

Admissions Complaints Procedure

Admissions Appeals arrangements are not statutory regarding AP schools. However, at Harmonize Academy we want to be as fair, objective and transparent as we can with all stakeholders regarding our admissions procedures.

Commissioners have the right of appeal against the refusal of a place at the Harmonize Academy for which they have applied.

If a local authority, school or Academy is unhappy that a referral to Harmonize Academy has not been accepted they should write, setting out their concerns, to:

The Principal, Harmonize Academy, 7 Phillimore Road, Liverpool L6 6DL

The envelope should be clearly marked "Admissions Complaint". The referrer should make it clear whether they want a meeting, or wish for the matter to be dealt with solely in writing.

Their complaint will be considered by an independent admissions appeal panel drawn from the Board of Governors. A hearing meeting will be held if requested by the referrer. The referrer will receive written notification of the date and time of their hearing, which they can attend to explain their case.

Following the appeal, the Clerk to the appeals panel will write to referrer with the decision of the appeal panel. If the decision is that the referral should have been accepted, the Academy will offer the next available (appropriate year group) place to the student.