

Appeals Timetable

If you have not been given the school place you want you can appeal against the decision to an independent appeals panel.

If you wish to appeal against a decision for reception, KS1, KS2 or transfers in any other year group, you need to put your request in writing to the school.

For Reception places in September 2018, all appeal requests received by the 18th May 2018 will be heard within 40 school days, by 20th July 2018

Appeals can still be submitted after these dates, and will be heard within 30 school days from the date when the appeal is received by the school, but this may not be before the end of the academic year.

You will receive at least 10 school days' notice of any appeal hearing.

You must ensure any additional evidence you wish to submit in support of your appeal is received by the school at least four working days before your appeal. Any material not submitted by the specified deadline may not be considered by the Independent Appeal Panel. You must also inform the school's clerk if you intend to call any witnesses or be represented at the appeal hearing.

Appeals against a decision for transfers in any other year groups will be heard within 30 school days of the appeal being received.

Decision letters will be sent within five school days of the hearing.

School days are term time only. If an appeal is submitted in the holidays the 40 school days starts from the beginning of the new term e.g. an appeal received in July after schools have closed will not be heard by the 40th school day starting from the beginning of September when the term starts.