

How do I make an appeal for a place at this School?

If you wish to appeal against a decision to refuse a place for your child at this school you can appeal online or in writing. Information on how to appeal can be found via:- <http://www.nottinghamshire.gov.uk/education/school-admissions/making-a-school-admission-appeal> or by calling 0300 500 80 80. Please ensure that you read the guidance notes published online before submitting your appeal.

For appeals during the 2019/20 admissions round (to start Reception or via infant to junior transfer in September 2019), you should return your completed form to Nottinghamshire County Council by **21 May 2019**.

Primary Appeals Timetable – 2019/20 Admissions Round

- Offer Date: 16 April 2019
- Deadline for lodging appeals: **21 May 2019**
- Deadline for hearing on-time appeals: 23 July 2019

Note:- Appeals lodged after 21 May 2019 will, where possible, be heard by 23 July 2019. Where it is not possible to hear the appeal by 23 July 2019 it will be heard within 30 school days of the date of receipt.

Appeals relating to late applications

If your application was made after 15 January 2019 (closing date for receipt of applications for primary school places) appeals will, where possible, be heard by 23 July 2019. Where it is not possible to hear the appeal by 23 July 2019 it will be heard within 30 school days of the appeal being lodged.

In Year and Transfer Appeals

For other appeals such as transfer and in-year admissions (moving from one school to another during the school year) please return your form to Nottinghamshire County Council within 4 weeks of the date of your refusal letter. These appeals 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 Nottinghamshire County Council 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 school 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.