

St John Plessington Catholic College



1 March 2022

Dear Parent/Carer

ADMISSIONS APPEAL TO INDEPENDENT APPEALS PANEL

Please find enclosed the relevant Appeal Form as requested.

Please return the completed form, with any supporting documentation to the College in an envelope addressed for the attention of the Clerk to the Appeals Panel, c/o Miss Hayley Rennie, Admissions Lead by the deadline of 1st April 2022. Or send for Miss Rennie's attention by email to hayleyrennie@hfcmat.com

We will provide you with at least 10 school days' notice of your appeal hearing date.

Appeals received after 1st April will be heard at a second group of hearings at a later date, possibly once the Autumn term has started, whenever the same panel are able to reconvene.

Please ensure that you complete your email address and telephone numbers, so we can contact you. The Stage 1 of the appeal hearing will be held via a group Zoom meeting for all parents. Stage 2 will be your individual hearing and you can choose on the form to have this in person face to face, or by Zoom, or by telephone.

For your information, the Department for Education produce documents relating to School Admission Appeals - their website address is <http://www.education.gov.uk>

Acknowledgement of receipt of your Appeal forms will be sent to you by return. Should you not receive an **emailed acknowledgement** of your appeal forms within a week of its submission, please telephone the School Office on 645 5049.

Please do not hesitate to contact me if I can be of any further assistance with the forms or procedures.

Yours sincerely

A handwritten signature in black ink that reads 'H. F. Rennie'.

Hayley Rennie
Admissions Lead
On behalf of the Clerk to the Independent Appeals Panel



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Tel: 0151 645 5049

Email: schooloffice@stjohnplessington.com Website: www.stjohnplessington.com

Headteacher: Ms M Sharratt BA (Hons) NPQH Deputy Headteacher: Mr P McLoughlin BSc (Hons)

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