

1 March 2020

Dear Parent/Carer

**ADMISSIONS APPEAL TO INDEPENDENT APPEALS PANEL**

Please find enclosed the relevant Appeal Form as requested.

Under the School Admission Appeals Code 2012 we provide you with 20 school days from the date of notification that your application was unsuccessful. Therefore 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 Mrs Chris Lamb, Office Manager by the **deadline of Tuesday 31<sup>st</sup> March 2020**.

If you wish to submit additional evidence to support your appeal, please send this with your completed Appeal Form, or if sent separately, the deadline for further information is Monday 20<sup>th</sup> April.

The appeals will commence the week beginning Monday 4<sup>th</sup> May. We will provide you with at least 10 school days' notice of your appeal hearing date. We expect the hearings to go on for about a week.

Appeals received after 31<sup>st</sup> March will be heard at a second group of hearings at a later date, possibly after the summer term has ended, whenever the same panel are able to reconvene.

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 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



Chris Lamb

Office Manager

On behalf of the Clerk to the Independent Appeals Panel