

## 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 2018/19 admissions round (to start Reception or via infant to junior transfer in September 2018), you should return your completed form to Nottinghamshire County Council by **14 May 2018**.

### Primary Appeals Timetable – 2018/19 Admissions Round

- Offer Date: 16 April 2018
- Deadline for lodging appeals: **14 May 2018**
- Deadline for hearing on-time appeals: 16 July 2018

**Note:-** Appeals lodged after 14 May 2018 will, where possible, be heard by 16 July 2018. Where it is not possible to hear the appeal by 16 July 2018 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 2018 (closing date for receipt of applications for primary school places) appeals will, where possible, be heard by 16 July 2018. Where it is not possible to hear the appeal by 16 July 2018 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 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 lodge appeals for more than one school, you will get a separate hearing for each appeal, which could be some weeks apart.

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.