

## Appeal Dates & Information 2022/2023. PRIMARY SCHOOL INFORMATION

If you have not been offered a place following an in year applicaiton, the law entitles you to appeal to an **Independent Appeal Panel**. This panel is completely independent of the school and the Local Authority. In accordance with the 2022 School Admission Appeals Code Appeals, the admission authority had elected for all In year admissions appeals to be held online.

If you wish to appeal, please use the links below to complete your appeal online.

Years Reception, Year 1 and year 2 [Link](#)

Years 3, 4, 5 and 6 [Link](#)

Please do NOT use ANY other appeal form or send your form to your local authority. It is **highly recommended** that you download the explanatory booklet about appeals which you should read **before** you complete the appeal form. [Booklet Link](#) If your appeal is for years Reception, year 1 or year 2, you are advised to read the section on Reception appeals on page 16.

You should include any evidence or supporting material with your appeal form and you **MUST** give the grounds for your appeal at the time you lodge your appeal form. Your appeal form will not be accepted unless you state the grounds for your appeal. You may appeal for more than one school.

Please note that the online form will ask you to download two utility bills dated in the last THREE months. If you do not have access to a scanner, please take two photographs with a mobile phone and upload the photographic files.

If you wish to contact the clerk – email : [clerk@educationappeals.com](mailto:clerk@educationappeals.com)

Information about Secondary Transfer appeals will be posted on this website before 28 February 2023.

### The timetable for ‘in-year’ appeals is as follows: -

Last day for lodging appeal forms	20 School days after the decision letter informing you that you had not been offered a place.
Invitation letter giving details about your hearing will be sent by the Clerk to the Independent Appeal Panel	At least 10 school days before the hearing. This MAY be e mailed.
Any <b>additional</b> supporting evidence	<b>FIVE working days before your hearing.</b> You are advised that additional paperwork received on the day of the appeal hearing will <u>not</u> be taken into account. Please <b>POST</b> the Clerk with FIVE copies of any <b>additional</b> evidence. After the appeal form has been lodged, we do not accept E mailed evidence. All such evidence to be submitted in A4 format and NOT bound, but may be stapled on the top left hand corner. Paperwork submitted with your appeal form does not need to include 5 copies. These should be sent to PO BOX 367, Cuffley, Herts, EN6 4XZ.
Letter from the Clerk informing you of the decision of the independent appeal panel	Usually within 5 working days after the hearing.