



Dear Parent

ARRANGEMENTS FOR APPEALING AGAINST A DECISION NOT TO OFFER A PLACE FOR RECEPTION IN SEPTEMBER 2019

You will be informed on 16th April by your relevant Local Authority of offers of places for Reception in September 2019 and we hope that you are happy with the place secured. However, if you applied but have not been offered a place at Courtwood Primary School for your child to start Reception in September 2019, the law entitles you to appeal against that decision to an Independent Appeal Panel if you feel the decision not to offer a place is incorrect. This Panel is completely independent of Courtwood Primary School and *The Collegiate Trust*. The appeals are held at Courtwood Primary School.

If you wish to appeal, please download an *Appeal Form* from the school website www.courtwood.org.uk or telephone Courtwood Primary School on 020 8657 8454 to request a form. This *Appeal Form* must be filled in and returned to the Clerk to *The Collegiate Trust* by 4pm on Tuesday 21 May 2019 – as shown in the table below. (Please note that *The Collegiate Trust* is the Admissions Authority for Courtwood Primary School). Your *Appeal Form* will not be accepted unless you state the grounds for your appeal.

The timetable for appeals is as follows:

Last day to return your <i>Appeal Form</i> in order to lodge an appeal:	4pm Tuesday 21st May 2019 You MUST state the reasons for your appeal on the form
Acknowledgement of your <i>Appeal Form</i> :	Tuesday 28th May
Any additional or supporting evidence should be submitted by:	12 days prior to the hearing date
Letter notifying you of the time and date of your appeal hearing will be sent by:	At least 10 school days before the appeal hearing date
Appeals expected to take place:	Between 10 June and 23 July
Letter from the Clerk informing you of the decision of the independent appeal panel:	Within five school working days of the date of your appeal hearing

We recognise that that this is a difficult time for families who wish to make an appeal, and we shall do everything to make this process as easy as possible. If you have any concerns about how to make an appeal, please contact us and we will try to help, although we cannot offer an opinion on the chances of success.

Yours sincerely

Gordon Smith
Chief Executive

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