



April 2024

Dear Parent

ARRANGEMENTS FOR APPEALING AGAINST A DECISION NOT TO OFFER A PLACE IN RECEPTION IN SEPTEMBER 2024

You will be informed on 16 April by your relevant Local Authority of offers of places for Reception in September 2024 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 2024, you are entitled 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 via video conference call.

If you wish to appeal, please complete the *Appeal Form* via this link [admissions appeal form](#). This *Appeal Form* must be filled in by 4pm on Wednesday 15 May 2024 – 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 complete your <i>Appeal Form</i> in order to lodge an appeal:	4pm Wednesday 15 May 2024 You MUST state the reasons for your appeal on the form
Acknowledgement of your <i>Appeal Form</i> :	Wednesday 22 May 2024
Any additional or supporting evidence should be submitted by:	Friday 14 June 2024 Any paperwork received on the actual day of the appeal hearing will NOT be taken into account
Letter notifying you of the time and date of your appeal hearing will be sent by:	Friday 21 June 2024
Appeals expected to take place by:	22 July 2024
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

Mr S Dey
Chief Executive Officer (CEO)

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