

March 2026

Dear Parent

ARRANGEMENTS FOR APPEALING AGAINST A DECISION NOT TO OFFER A PLACE IN RECEPTION IN SEPTEMBER 2026

You will be informed on 16th April by your relevant Local Authority of offers of places for Reception in September 2026 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 2026, 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*.

If you wish to appeal, please complete the Appeal Form via the school website ([Courtwood Primary School – Part of The Collegiate Trust](#)) or telephone **Courtwood Primary School on 020 86578454 to request a form**. This Appeal Form must be filled in and returned to the Clerk to The Collegiate Trust by 4pm on Friday 22nd May 2026 – 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.

Infant Class Size - You should consider these limited grounds when submitting your appeal. The law states that Reception classes are limited to a maximum of 30 children. Admission applications can be refused if all of the school’s Infant classes have reached their legal limit. You should note that in this type of appeal, the panel has limited powers and is only allowed to consider whether:

- a. it finds that the admission of additional children would not breach the infant class size limit; or
- b. it finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c. it decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case

The timetable for appeals is as follows:

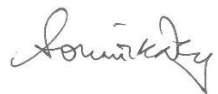
Last day to return your <i>Appeal Form</i> in order to lodge an appeal:	Friday 22nd May 2026 You MUST state the reasons for your appeal on the form
Acknowledgement of your <i>Appeal Form</i> :	Tuesday 21 April 2026
Any additional or supporting evidence should be submitted by:	Friday 15 May 2026 Any paperwork 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 22 May 2026
Appeals expected to take place between:	TBC – there will be a 10 day notice period for appeals
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

Registered Office: The Collegiate Trust

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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

A handwritten signature in black ink, appearing to read 'S Dey', written in a cursive style.

Mr S Dey
Chief Executive Officer (CEO)