

## 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: - <https://www.nottinghamshire.gov.uk/education/school-admissions/appeal-a-school-admission-decision> 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 2024/25 admissions round (to start Reception or via infant to junior transfer in September 2024), you should return your completed form to Nottinghamshire County Council by **8<sup>th</sup> May 2024**.

### Primary Appeals Timetable – 2023/24 Admissions Round

- Offer Date: 16<sup>th</sup> April 2024
- Deadline for lodging appeals: 8<sup>th</sup> May 2024
- Deadline for hearing on-time appeals: 10<sup>th</sup> July 2024

**Note:-** Appeals lodged after 8<sup>th</sup> May 2024 will, where possible, be heard together with those appeals lodged before this date

### Appeals relating to late applications for a place

If your application was made after 15<sup>th</sup> January 2024 (closing date for receipt of applications for primary school places) appeals will be heard by 10<sup>th</sup> July 2024. Where it is not possible to hear the appeal by 10<sup>th</sup> July 2024 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 (moving from one school to another during the school year) 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 receipt of your appeal.

### 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 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. Please note there is a 10MB limit to any attachment sent online or by email. If you send more than this limit we will not get your information and will not know that you have tried to send it to us. If you need to send more than 10MB please either split it across more than one email or send it by post. Regardless of how you have sent the information to us we will acknowledge that we have received it so if you don't hear from us within three working days please telephone on the number above to make sure we have received what you have sent.

Decision letters are sent out within 5 school days of the decision being made wherever possible.