



# Appeals Process

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents should notify the school within 20 school days of the date of notification, if they wish to appeal.

Parents should fill in an admission appeal form and return it to Mrs A. Timmis either by email or post. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

School will contact an independent admission appeal panel, via the Local Authority, to organise the start of the appeals process. Parents will have the opportunity to submit their case to the panel in writing noting additional evidence to support their appeal and also to attend in order to present their case. The Local Authority will send appeal papers to the panel and parties. You will normally receive 14 days' notice of the place and time of the hearing. Decisions from the meeting will be sent within 5 school days of the hearing wherever possible.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances on reasonable governing would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented. Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

## Please note the following information in case of appeal:

Offer of places	16 <sup>th</sup> April 2024
Deadline for accepting/declining places	30 <sup>th</sup> April 2024
Waiting lists prepared and vacancies re-allocated. Parents and carers offered places will be required to accept/decline the place offered within 10 school days	After 30 <sup>th</sup> April 2024
Appeal deadline	16 <sup>th</sup> May 2024

Please contact the school office for details for appeal. You can do this by phone 01782 512323 or email [admin@woodcockswell.cheshire.sch.uk](mailto:admin@woodcockswell.cheshire.sch.uk).

The Admission Appeals form can be downloaded from the school's website via the Admissions Page.