



Sir John Cass's Foundation
Primary School
Headteacher: Mr T Wilson

Sir John Cass Foundation Primary School **Timetable for Primary Reception Place Appeals 2018**

If you have not been offered a place at a school of your preference, you are entitled to appeal against that decision to an Independent Appeal Panel. This panel is completely independent of the Local Authority.

If you wish to appeal, please download an Appeal Form. You should include any evidence or supporting material with your appeal form and you **MUST** give the grounds for your appeal at the time you lodge your appeal form. Your appeal form will not be accepted unless you state the grounds for your appeal. You may appeal for more than one school.

The timetable for appeals is as follows:-

<u>ACTION</u>	<u>REQUIRED</u>	<u>DEADLINE</u>
Parents contact the Clerk to the School Governing Body for guidance and appeal forms.		As soon as possible after receiving the outcome letter.
Parents submit completed forms and supporting documents (if any) to the Clerk to the School Governing Body		By 4pm on Monday 21 st May 2018
Parents are sent their appeal hearing invitation letters. Letters will include timing and venue information		At least 10 school days* prior to hearing.
Appeals will take place in (Please check website for dates)		June to July 2018
Parents can submit additional written evidence (such as letters or reports, if necessary).	At Least 5 school days prior to hearing.	Additional evidence must be received by the Appeals Panel Clerk 5 working days before the hearing You are advised that additional paperwork received on the day of the appeal hearing will <u>not</u> be taken into account.

* School days' excludes weekends, bank holidays and school holidays.

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