

## Appeal Dates & Information

If you have not been offered a place, the law entitles you to appeal against that decision to an Independent Appeal Panel. This panel is completely independent of the school and the Local Authority. All appeals will be heard online, which has the advantage that your appeal can be heard from your home or place of work.

If you wish to appeal for a place in **Reception, year 1 or year 2**, please use [this link](#) to complete your appeal online. If you wish to appeal for a place in **years 3 – 6** please use [this link](#) to complete your appeal online

Please do NOT use ANY other appeal form or send your form to your local authority. It is suggested that you download the explanatory booklet about appeals which you should read before you complete the appeal form. Those applying for a place in Reception, Year 1 or Year 2 are advised to read the section in the appeal's booklet which refer to Reception, years 1 and 2.

### [Booklet Link](#)

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.

Please note that the online form will ask you to download two utility bills dated in the last THREE months. If you do not have access to a scanner, please take two photographs with a mobile phone and upload the photographic files.

Full details about the hearing will be sent to you with your invitation to the hearing.

If you wish to contact the clerk – email : [clerk@educationappeals.com](mailto:clerk@educationappeals.com)

### The timetable for appeals is as follows: -

Last day for lodging appeal forms for a place in RECEPTION to start in <b>September 2024</b>	4pm on <b>Thursday 16 May 2024</b> to guarantee that your appeal will be heard in the first tranche of appeals. Appeals lodged later may not be heard until the second tranche which could be in <b>September 2024</b> . You <b>MUST</b> state the reasons for your appeal and supply any documentary evidence at this stage.
The stage 1 part of the hearing (with other parents present) will take place on	<b>Late June or early July 2024</b>
Part 2, the individual private hearings will take place on	<b>Late June or early July 2024</b>
Invitation letter giving details about your hearing will be sent by the Clerk to the Independent Appeal Panel	At least 10 school days before the stage 1 hearing.
Any <b>additional</b> supporting evidence	You are advised that additional paperwork received on the day of the appeal hearing will <u>not</u> be taken into account. Please provide the Clerk with FIVE copies of any <b>additional</b> evidence. All such evidence to be submitted in A4 format and NOT bound, but may be stapled on the top left hand corner. Paperwork submitted with your appeal form does not need to include 5 copies. These should be sent to PO BOX 367, Cuffley, Herts, EN6 4XZ.
Letter from the Clerk informing you of the decision of the independent appeal panel	Due to the high number of appeals held at this time, this may not be sent until up to 2 weeks after the last hearing for the school.

### Timetable for appeals for mid-term applications is as follows:

Last day for lodging appeal forms following a refusal for a place an 'in year' or 'mid-term'.	You must lodge the appeal form within 20 school days upon receipt of your letter of refusal. You <b>MUST</b> state the reasons for your appeal and supply documentary evidence at this stage. Appeals are held within 30 school days of receipt of the appeal form.
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