



**FAQs Year 7 Main Round Appeals
Entry 2024**

My child has not been given a place at the school I applied for, what can I do?

You are entitled to appeal the decision to refuse your child a place at any school you named on your common application form. In most cases this will be because the school is full and there were other children who had a higher priority for a place according to the school’s oversubscription criteria.

How will my appeal be considered?

By an Independent Appeals 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.

When will my appeal be considered?

The timetable for appeals is as follows: -

Last day for lodging appeal forms for a place in year 7 to start in September 2024	4pm on Monday 22 April 2024 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 September 2024 . You <u>MUST</u> 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	Tuesday 18 June 2024 at 8 30 am.
Part 2, the individual private hearings will take place on	Tuesday 18 June 2024
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.

How do I make an appeal?

Please visit our website at [Admissions - Stone Lodge School](#) to lodge your appeal. It is suggested that you download the explanatory booklet about appeals which you should read before you complete the appeal form. [Booklet Link](#)

What else should I do before I make an appeal?

You should also consider accepting any offer of a school place you receive to ensure that your child has a place should your appeal not be successful. Accepting another offer has no bearing on your appeal and the appeals process and does not limit other options available to you.

How do schools allocate places?

When a school receives more applications from parents than it has places available, not every child can be successful in securing a school offer.

The school will use its admissions criteria, also known as oversubscription criteria, to decide which children to allocate places to, this sets out the order in which they will allocate places. Before you make an appeal it will be helpful for you to understand how the school allocated their offers, so you can understand why your child did not get a place. You can do this by looking at the school's generic defence.

Can I submit additional evidence after the deadline submitting my appeal?

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.

Any letters or reports that you wish the panel to see should be uploaded at this time. You are asked to bear in mind that if you later send additional information, the closing date is 5 working days **before the STAGE 1 hearing**. All appointed panels have agreed NOT to take any late letters or reports after the 5 working day deadline. **This will be strictly enforced**. For secondary transfer appeals, the hearing will take place at least TWO months after the refusal letter. This gives you plenty of time to get your evidence together if you act early and take account of school holidays.

What happens at an appeal hearing?

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