

Appeal Dates & Information 2023/2024

If you have not been offered a place following an in year application, the law entitles you to appeal to an **Independent Appeal Panel**. This panel is completely independent of the school and the Local Authority. Appeals for In year admissions are held online.

Please note that you can only appeal if you have been refused a place in writing after making a formal application. The links below are NOT application forms.

If you wish to appeal, 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. [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.

If you wish to contact the clerk – email : clerk@educationappeals.com

If the appeal link does not work type in the URL address box: www.edap.link/myschoolappeal

Information about Secondary Transfer appeals will be posted on this website before 28 February 2024.

The timetable for 'in-year' appeals is as follows: -

Last day for lodging appeal forms	20 School days after the decision letter informing you that you had not been offered a place.
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 hearing. This MAY be e mailed.
Any additional supporting evidence	FIVE working days before your hearing. 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 additional evidence by POST . 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	Usually within 5 - 10 school days after the hearing.

Timetable for appeals for the 6th form is as follows

Last day for Lodging appeals	4pm on Thursday 31 August 2023 to guarantee that your appeal will be heard within the first weeks of September. You MUST state the reasons for your appeal on the online form and supply any documentary evidence at this stage e.g. a copy of your result sheet. Please note the timetable is very short to enable those appellants who win appeals to start as early into the school year as possible. Click here for the 6 th form appeal form
Appeal date	The appeal will be heard during the month of September 2023 .