

Dear Colleagues,

Under the School Admission Appeals Code 2022, own admission authorities must publish details of their appeals process and timetable on their website by 28 February each year. I therefore recommend that you add the following information to the admissions page of your website, so that it is compliant with the requirements of the code.

### **Right of Appeal**

Under the terms of the School Admission Appeals Code 2022, if you apply for and are refused a place at Christ Church C of E Primary School you have the right to appeal to an independent appeals panel.

The School Admission Appeals Code provides a full set of guidance and can be accessed here:-

[School admission appeals code - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Admission Appeals at Christ Church C of E Primary School are managed by Rothera Bray a firm of solicitors in Nottingham. Rothera Bray provide an independent appeals process for Voluntary Aided Church schools, in the Diocese of Southwell & Nottingham.

For Christ Church C of E Primary School the following timetable will be adhered to for the normal admissions round 2024-25.

<b>Process</b>	<b>Date</b>
National offer day	16 April 2024
Deadline for lodging an appeal (20 school days after offer day)	16 May 2024
Appeals to be heard by	10 July 2024
Appeals received after these dates will be heard by the same deadlines, if possible.	

### **How can Parents/Carers Appeal?**

If you decide that you wish to proceed with an appeal, you should within 20 school days of the date of the refusal letter, lodge your written appeal with the school office.

Once an appeal has been lodged with the school the information provided will be sent to the independent clerk at Rothera Bray, who will then contact the parent(s)/carer(s) directly and proceed with the arrangements for the hearing.

The information provided will also be shared with the school and the independent panel.

Each appellant has the right to 10 school days' notice of an appeal hearing, although this can be waived with the agreement of all parties.

For applications made in the normal admissions round, appeals will be heard within 40 school days of the deadline for lodging appeals. For in-year applications, appeals will be heard within 30 school days of the appeal being lodged.