



# CHELLASTON INFANT & JUNIOR SCHOOLS

Head Teacher – Mrs Lisa Turner-Rowe



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## Appeals Guidance – Chellaston Infant and Junior Schools

This leaflet contains very important information about school admission appeals. You should read this leaflet carefully before completing the appeal form.

### Legal Background

The School Standards and Framework Act 1998 requires every admissions authority to make arrangements for parents to express a preference for the school they want their child to attend and to give reasons for that preference. If the admissions authority is unable to offer the school place, the School Standards and Framework Act 1998 also require the admissions authority to give parents the opportunity to appeal against the decision not to admit their child to the preferred school.

### Appeals

The Independent Appeal Panel has discretion when considering a family's personal, social and domestic circumstances. If the panel agrees that a family's circumstances outweigh the school's case, they will allow the appeal.

### How to Appeal

Appeals can be made in writing on the School Admission Appeal Form which can be obtained on the school website or by telephoning the school on 01332 701460 by the deadline stated on your decision letter. A Word version of the form can be requested from the school office if you wish to type your form.

When completing the form, you should try to:

- Tell us all your reasons why you want a place at the school.
- Include copies of any written supporting information, letters, documents or evidence which you would like the Panel to consider at the hearing. Please note: If you bring evidence to the hearing which has not been previously submitted, the Panel may not consider it.

### What happens next?

The Clerk to the Independent Appeals Panel will acknowledge receipt of your appeal.

The Clerk to the Independent Appeals Panel will write to you at least 10 school days before the hearing telling you where and when your appeal will take place. The letter will also include a copy of your original appeal and the school's case. Appeals will be heard within 30 school days of receipt of the appeal form.



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