

Appeals: All appeals for English Martyrs School is organised by WCC

Appeals for Reception from September 2016

- *Primary Offer Day - 18 April 2016*
- *Deadline for lodging appeals - 17 May 2016*
- *Appeals received by 17 May 2016 must be heard by 18 July 2016*
- *Appeals received after 17 May 2016 will be heard by 18 July 2016 where possible, or within 30 school days of the appeal being lodged.*

In Year Admissions (outside of the normal round of entry)

In year (or casual) admission appeals must be heard within 30 school days of the appeal being lodged.

All Appeals

The deadline for submitting an appeal to be heard before term starts in September is 13 June 2016. Although we will make every effort to hear appeals after this date prior to the end of July it may not always be possible.

Appeals process

Your appeal will be acknowledged by letter and email (where an email address is provided), within 5 school days of receipt. If you do not receive an acknowledgement within a week of lodging your appeal, contact us on 0845 155 1793 as a matter of urgency.

Notification of the details of appeal(s) will be sent out at least 10 school days before the hearing.

Confirmation of the hearing details and the papers relating to your appeal will be sent out to all parties at least 7 school days before the appeal.

We must receive any additional supporting documents at least 5 school days before the hearing. The appeals service will not accept additional information after this date. If you wish to submit further information after this deadline you must take 6 copies to the hearing and notify the Clerk as soon as possible when you arrive.

Information not submitted in accordance with the above may not be considered at the appeal. The appeal panel will decide whether such material will be considered, taking into account its significance and the effect of a possible need to adjourn the hearing. Therefore, we strongly advise you to comply with this deadline.

The Independent Appeals Panel's decision will be sent to you within 5 school days of the hearing, where possible.

Help guides

If you have any queries about the process, please see the help guides or contact the School Appeals Service.

[0845 155 1793](tel:08451551793)

schoolappeals@warwickshire.gov.uk