



Appeal Dates & Information

PLEASE READ THIS CAREFULLY.

If you have not been offered a place at Cardinal Pole Catholic School, the law entitles you to appeal against that decision to an Independent Appeal 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.

If you wish to appeal, please complete the In-Year Appeal Form see link [In-Year Appeal Form](#) to complete your appeal online. If you wish to make an Appeal in relation to a Year 6/7 secondary transfer place, you should contact the Local Authority. It is suggested that you download the explanatory booklet about appeals which you should read before you complete the appeal form. [Booklet](#) and you may also find the [DfE Admissions Appeal Code](#) useful.

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 provided 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 I 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 SIX weeks 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.

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

The timetable for secondary transfer appeals is as follows: -

Last day for lodging appeal forms for a place in year 7 to start in September 2024	4pm on Tuesday 4th 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 MUST state the reasons for your appeal and supply any documentary evidence at this stage.
The stage I part of the hearing (with other parents present) will take place on	Thursday 1st May 2024
Part 2, the individual private hearings will take place on	7th – 8th May 2024 (depending on the number of appeals)
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 I hearing.
Any additional supporting evidence	Closing date is 24th April 2024 . 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 new additional evidence BY POST ONLY . 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 must be sent to EdAp, Sopers House, Sopers Road, Cuffley, Herts, EN6 4RY.
Letter from the Clerk informing you of the decision of the independent appeal panel	Due to the high number of appeals held at this time, this may not be sent until up to 10 working days after the last hearing for the school.

Timetable for appeals for mid-term applications is as follows:

<p>Last day for lodging appeal forms following a refusal for a place 'in year' or 'mid-term', excluding 6th Form.</p>	<p>You must lodge the appeal form within 20 school days upon receipt of your letter of refusal. You MUST state the reasons for your appeal and supply documentary evidence at this stage. Appeals are held within 30 school days of receipt of the appeal form.</p>
--	--

Timetable for appeals for the Sixth Form is as follows

<p>Last day for Lodging appeals</p>	<p>4pm on Thursday 29th August 2024 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.</p> <p>Please note the timetable is very short to enable those appellants who win appeals to start as early into the school year as possible.</p> <p>Click Sixth Form Appeal Form for the sixth form appeal form</p>
<p>Appeal date</p>	<p>The date will be during the month of September 2024.</p>