



Appeals Process for Year 7 Admissions in September 2019

If you have not been offered a place at Saint Cecilia's Church of England 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. The appeals are held at the school.

If you wish to appeal, please request an appeal form by sending an email to admissions@saintcecilias.london or telephone 020 8780 1244 and a form will be sent to you. Please do not use a London Borough of Wandsworth appeal form or send your appeal form to the council. 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.

The timetable for appeals is as follows:

Last day for lodging appeal forms for a place in Year 7 to start in September 2019	4.00 pm on Friday 29th March 2019 . You MUST state the reasons for your appeal and supply any documentary evidence at this stage.
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
Appeals will be heard on	Friday 14th June 2019
Any <i>additional</i> or supporting evidence	Friday 7th June 2019 . You are advised that additional paperwork received on the day of the appeal hearing will <u>not</u> be taken into account.
Letter from the Clerk informing you of the decision of the independent appeal panel	By Friday 21st June 2019
In year appeals	These appeals are heard within 30 school days of the appeal form being lodged with the Clerk. Unless you waive this right, you will be given 10 school days' notice of the hearing. Additional evidence must be sent to the Clerk to the panel not later than 5 working days before the hearing. Decision letters are dispatched 5 working days after the hearing.