



February 2017

Re: Secondary September 2017 Intake Appeal

If your child has not been offered a place at St Mary Magdalene Academy, 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 an independent venue close to the school.

If you wish to appeal, please download an Appeal Form. 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 2017	4 pm on Thursday 30 March 2017 to guarantee that your appeal will be heard in the appeals. You MUST state the reasons for your appeal and supply any documentary evidence at this stage.
Appeals will take place on	13 and 14 June 2017 (depending on number of appeals).
Invitation letter giving details about your hearing will be sent by the Clerk to the Independent Appeal Panel	10 working days before the hearing.
Any <i>additional</i> or supporting evidence	Tuesday 6 June 2017. 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	Thursday 22 June 2017
In year appeals	These appeals are heard within 40 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.

Thank you for your co-operation

Admissions Department
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