

## **ST HELENA SCHOOL – ADMISSION APPEALS**

### **NEW INTAKE ADMISSION APPLICATIONS FOR SEPTEMBER 2021**

If you do not receive an offer of a place at your highest preference school, you can appeal against the decision.

- Appeals should be submitted online to the Statutory Appeals Team using the Local Authority website:  
<https://www.essex.gov.uk/after-your-school-offer/appeals>
- If you are unable to submit an appeal online, please send the appeal form, which can be downloaded from the LA's website or obtained at Appendix A, directly to:  
Clerk of the Appeal Panel  
PO Box 11  
Chelmsford  
Essex  
CM1 1LX
- For applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals.
- For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged.

The relevant appeal dates for 2021 are:

<b>1<sup>st</sup> March 2021</b>	The national offer day for secondary school places for September 2021
<b>12<sup>th</sup> April 2021</b>	The latest date to lodge an appeal against a refusal of a place if you want it heard before the end of the summer term
<b>Up to 15<sup>th</sup> June 2021</b>	Appeals heard by the Local Authority Statutory Appeals Panel for those submitted by the deadline
<b>Up to 16<sup>th</sup> July 2021</b>	Appeals heard, where possible, for late appeals (last day of term: 16 <sup>th</sup> July 2021)
<b>31<sup>st</sup> August 2021</b>	Waiting list maintained by the Local Authority and thereafter by the school
<b>September 2021 onwards</b>	Any appeals not heard before 16 <sup>th</sup> July 2021

After the appeal hearing you will receive a decision letter within five school days of the hearing wherever possible.

## **IN-YEAR ADMISSIONS 2020-21**

If your application for a place has been refused, you have the right to appeal. You can download an appeal form from the Local Authority website:

<https://www.essex.gov.uk/after-your-school-offer/appeals> or complete and return the appeal form at Appendix to the Local Authority Statutory Appeals Team.

You will be given a deadline for lodging the appeal which allows at least 20 school days from the date of notification that your application was unsuccessful to prepare and lodge your appeal. The completed appeal form should be sent to: Clerk of the Appeal Panel, PO Box 11, Chelmsford, Essex, CM1 1LX.

On receipt of the appeal form an appeal hearing must be arranged within 30 school days of the appeal being lodged. You will receive at least 10 school days<sup>1</sup> notice of the date of the appeal hearing. You will be given a reasonable deadline to submit additional evidence in order that the clerk can send the appeal papers to all parties.

After the appeal hearing you will receive a decision letter within five school days<sup>2</sup> of the hearing wherever possible.

## **APPEAL HEARINGS**

On 24<sup>th</sup> April 2020, the Government released guidelines for schools to follow with regards to the hearing of admission appeals during the pandemic. On 1<sup>st</sup> February 2021, those guidelines were extended by the government to be in place until 30 September 2021. These amendments permit appeals lodged by parents/carers in 2021, in relation to refusal of a place at St Helena School, to be held by telephone, video conference or through a paper-based appeal where all parties can make representations in writing.

## **CHANGES TO APPEAL DEADLINES**

The new regulations provide for amendments to deadlines as follows: will ensure that appellants will be given:

- at least 14 calendar days' written notice of an appeal hearing (although appellants can waive their right to this)<sup>1</sup>
- Hearings must be held as soon as reasonably practicable.
- Decision letters should be sent within seven calendar days of the hearing, wherever possible.<sup>2</sup>



## APPENDIX A

### **NOTICE OF APPEAL FORM**

Send to STATUTORY APPEALS OFFICER, PO BOX 11, CHELMSFORD CM1 1LX  
Statutory Appeals Team cannot be responsible for forms lost in the post.

#### **What happens to my information?**

Essex County Council will use the information you provide to process your application, and contact you regarding it. Your information will not be shared with others unless required to do so by law. For more information explaining how we use your information please see our privacy policy.

Child's full name	
Date of birth	
Sex of child	
School you are appealing for a place at	
Term you are looking at for your child to be Admitted	
Appellant's name(s)	
Address for correspondence to be sent to (including post code)	
Telephone contact numbers	(h) (m)
E mail address (can be work or home but the one you use most)	

#### **Representation – please indicate YES only in those boxes that apply to your case**

I/We will be attending the appeal to make oral representations (written grounds still required)	
I/We are submitting these written representations only and will not be attending the appeal	
I/We have asked a representative to present the case on my/our behalf If YES please fill in details below	
I/We will be present to accompany our representative	
I/We are agreeable to receiving less than 10 school days' notice of the date of the appeal hearing (may be possible on occasions)	
Will you require the services of an interpreter at this appeal? and if YES, in which language?	



Name, address and status of your representative (if applicable)

Are there any special requirements you or your representative have which we need to be aware of?

**Grounds of appeal**

**You must complete this section. Failure to do so will result in your Appeal Form being returned to you.**

Signed.....



Date.....

If there is not enough space on this sheet please continue on additional sheets of A4 size paper, and number and initial the foot of each page please.