Appeal Dates & Information

PLEASE READ THIS CAREFULLY.

If you have not been offered a place at St Thomas More Language College**,** 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 use this link to complete your appeal online. You will need to open an appeal account which will allow you to review your documents at any time. Please do NOT use ANY other appeal form or send your form to your local authority. It is suggested that you download the explanatory booklet about appeals which you should read before you complete the appeal form – booklet link.

You will need to upload any evidence or supporting material with your appeal form and you can upload **more evidence up to 12 noon of the 5th working day before your stage 1 hearing**. After then you will not be allowed to submit further documentation. **This will be strictly enforced.** We do not accept any additional evidence by post or email. For secondary/primary transfer appeals, the hearing will take place at least TWO months 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. The panel will not take additional evidence on the day of the appeal hearing.

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, but on different forms using the same appeal account.

If you are appealing for two different children you will have to open two accounts.

Please note that the online form will ask you to download two utility bills dated in the last THREE months. If you do not have access to a scanner, please take two photographs with a mobile phone and upload the photographic files.

All letters and information will be sent to you by email. Make sure you use an email address you use on a regular basis. Full details about the hearing will be added to the document file in your account at the same time we send the email about your hearing.

If you wish to contact the clerk – email: clerk@educationappeals.com

Please do not upload photographs of your child and do not submit examples of schoolwork – these will not be accepted.

The timetable for appeals is as follows:

Last day for lodging appeal forms for a place in year 7 to start in **September 2027**	4pm on **Wednesday 7 April 2027** 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 2027**. You **MUST** state the reasons for your appeal and supply any documentary evidence

	at this stage. Please note that Easter is just before the closing date.
The stage 1 part of the hearing (with other parents present) will take place on	**Wednesday 12 May 2027 at 8.30 am**
Part 2, the individual private hearings will take place on	**Wednesday 12 May and Thursday 13 May 2027** (depending on the number of appeals)
Invitation letter giving details about your hearing will be sent, via email, by the Clerk to the Independent Appeal Panel	At least 10 school days before the stage 1 hearing.
Any **additional** supporting evidence	**The closing date is 12 noon on the 5th working day before your stage 1 hearing.** These must be uploaded to the appeal account you opened when you submitted your appeal form. Closing date is 12 noon on the 5th working day before the stage 1 hearing. We do not accept additional information by post or by email.
Letter from the Clerk informing you of the decision of the independent appeal panel	Within two working days AFTER the last hearing has been heard for your school, the Clerk will send an email with the decision of the panel. Due to the high number of appeals held at this time, an extensive letter explaining how the panel made their decision will be emailed up to 20 school days later.

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

Last day for lodging appeal forms following a refusal for a place 'in year' or 'mid-term'.	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.