

March 2026

Dear Parent

**ARRANGEMENTS FOR APPEALING AGAINST A DECISION NOT TO OFFER A PLACE IN YEAR 7 IN SEPTEMBER 2026**

You will be informed on 2 March by your relevant Local Authority of offers of places for Year 7 in September 2026 and we hope that you are happy with the place secured. However, if you applied but have not been offered a place at Woodcote High School for your child to start Year 7 in September 2026, you are entitled to appeal against that decision to an Independent Appeal Panel if you feel the decision not to offer a place is incorrect. This Panel is completely independent of Woodcote High School and *The Collegiate Trust*.

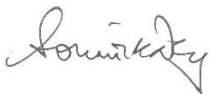
If you wish to appeal, please complete the Appeal Form via the school website (Woodcote High School – Part of The Collegiate Trust) or telephone Woodcote High School on 020 8668 6464 to request a form. This Appeal Form must be filled in and returned to the Clerk to The Collegiate Trust by 4pm on Tuesday 14 April 2025 – as shown in the table below. (Please note that The Collegiate Trust is the Admissions Authority for Woodcote High School). Your Appeal Form will not be accepted unless you state the grounds for your appeal.

The timetable for appeals is as follows:

Last day to return your <i>Appeal Form</i> in order to lodge an appeal:	<b>4pm Tuesday 14 April 2026</b> You <b>MUST</b> state the reasons for your appeal on the form
Acknowledgement of your <i>Appeal Form</i> :	<b>Tuesday 21 April 2026</b>
Any additional or supporting evidence should be submitted by:	<b>Friday 15 May 2026</b> Any paperwork received on the actual day of the appeal hearing will <b>NOT</b> be taken into account
Letter notifying you of the time and date of your appeal hearing will be sent by:	<b>Friday 22 May 2026</b>
Appeals expected to take place on:	<b>Tuesday 9<sup>th</sup> &amp; Wednesday 10<sup>h</sup> June 2026</b>
Letter from the Clerk informing you of the decision of the independent appeal panel:	Within five school working days of the date of your appeal hearing

We recognise that that this is a difficult time for families who wish to make an appeal, and we shall do everything to make this process as easy as possible. If you have any concerns about how to make an appeal, please contact us and we will try to help, although we cannot offer an opinion on the chances of success.

Yours sincerely



Mr S Dey  
Chief Executive Officer (CEO)

**Registered Office: The Collegiate Trust**

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