

March 2024

Dear Parent

**ARRANGEMENTS FOR APPEALING AGAINST A DECISION NOT TO OFFER A PLACE IN YEAR 7 IN SEPTEMBER 2024**

You will be informed on 1 March by your relevant Local Authority of offers of places for Year 7 in September 2024 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 2024, 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*. The appeals are held at Croydon Town Hall.

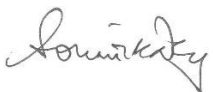
If you wish to appeal, please complete the *Appeal Form* via the school website ([Admissions – Woodcote High School](#)) or telephone Woodcote High School on 020 8668 6464 to request a form. This *Appeal Form* must be filled in and returned to [admissions@woodcotehigh.org.uk](mailto:admissions@woodcotehigh.org.uk) by Friday 26 April 2024 – 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>Friday 26 April 2024</b> You <b>MUST</b> state the reasons for your appeal on the form
Acknowledgement of your <i>Appeal Form</i> :	<b>Tuesday 30 April 2024</b>
Any additional or supporting evidence should be submitted by:	<b>Date to be confirmed by the Appeal Clerk</b> Any paperwork received on the actual day of the appeal hearing will <b>NOT</b> be taken into account
Appeals expected to take place:	<b>June 2024. Date and time to be advised.</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)

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