

St Mary's Catholic Primary School & Nursery

Respect Ourselves, Respect others, Respect our World, Love God

Appeals Procedure 2024

Should you be unsuccessful in your application for your child to attend St Mary's Catholic Primary School, you do have the right to appeal against the decision not to admit your child.

Please contact the school office for further details:

Email: admin@tilburystmarys.thurrock.sch.uk
Telephone: 01375 843254 option 3 (Mrs Bishop)

Address: St. Mary's Catholic Primary School, Calcutta Road, Tilbury Essex RM18 7QH.
Or visit the school website www.stmarystilbury.co.uk where you will find a copy of the appeals form and explanatory guidance.

Timetable for Admission Appeals 2024

Offer letters sent out by Thurrock Council Admission Department:	16 th April 2024
Refusal letters sent out by Thurrock Admissions Department:	16 th April 2024
Deadline for lodging appeals with the school:	16 th May 2024
Appeal hearing:	4 th July 2024
Decision letters to parents:	11 th July 2024

The Appeal Code states:

2.1 Admission authorities must set a timetable for organising and hearing appeals that:

- a) includes a deadline for lodging appeals which allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal;
- b) ensures that appellants receive at least 10 school days' notice of their appeal hearing;
- c) includes reasonable deadlines for appellants to submit additional evidence, for admission authorities to submit their evidence, and for the clerk to send appeal papers to the panel and parties;
- d) ensures that decision letters are sent within five school days of the hearing wherever possible.

2.2 Admission authorities must publish their appeals timetable on their website by 28th February each year.

2.3 Admission authorities must ensure that appeals lodged by the appropriate deadlines are heard within the following timescales:

- a) for applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals;
- b) 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;
- c) for application to Sixth Form Colleges
- d) for applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged.