

Dear Parent

**ARRANGEMENTS FOR APPEALING AGAINST A DECISION NOT TO OFFER A PLACE IN YEAR 7 IN SEPTEMBER 2019**

You will be informed on 1<sup>st</sup> March by your relevant Local Authority of offers of places for Year 7 in September 2019 and we hope that you are happy with the place secured. However, if you applied but have not been offered a place at Riddlesdown Collegiate for your child to start Year 7 in September 2019, the law entitles you 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 Riddlesdown Collegiate and *The Collegiate Trust*. The appeals are held at Riddlesdown Collegiate.

If you wish to appeal, please download an *Appeal Form* from the school website ([www.riddlesdown.org/admissions](http://www.riddlesdown.org/admissions)) or telephone Riddlesdown Collegiate on 020 8668 5136 to request a form. This *Appeal Form* must be filled in and returned to the Clerk to *The Collegiate Trust* by 4pm on Tuesday 23 April 2019 – as shown in the table below. (Please note that *The Collegiate Trust* is the Admissions Authority for Riddlesdown Collegiate). 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 23 April 2019</b> You <b>MUST</b> state the reasons for your appeal on the form
Acknowledgement of your <i>Appeal Form</i> :	<b>Tuesday 30<sup>th</sup> April</b>
Any additional or supporting evidence should be submitted by:	<b>Friday 31<sup>st</sup> May 2019</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 7<sup>th</sup> June 2019</b>
Appeals expected to take place on:	<b>Thursday 20 June 2019</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



**Gordon Smith**  
Chief Executive

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