



CENTRAL LEARNING  
PARTNERSHIP TRUST

## SCHOOL ADMISSION APPEALS FEBRUARY 2014

REVISION DATE: FEBRUARY 2015

## School admission appeals process for Heath Park, Moseley Park and Woden Primary Academies in Wolverhampton

### What to do if your child has not been offered a place in your preferred school

If your child has been refused a place in your preferred school, you have the right to appeal against the decision.

### How to appeal

For schools in Wolverhampton that are part of the Central Learning Partnership Trust the appeals process is handled by Wolverhampton local authority. You will need to complete an appeal form which you can request by emailing [linda.banbury@wolverhampton.gov.uk](mailto:linda.banbury@wolverhampton.gov.uk) or telephone 01902 555045 or 01902 555047

Or write to:

Wolverhampton City Council  
Office of the Chief Executive  
Democratic Support Unit  
Civic Centre  
St. Peter's Square  
Wolverhampton  
WV1 1RR

### What are the deadlines and timescales for appeals?

- appeals must be made within 20 school days after your outcome letter
- appeals will be heard within 40 school days after your appeal form is received
- appeals made after these dates will be heard within 30 school days of the appeal being lodged, where possible. If the form is received late in June, the appeal may not be heard until after the school summer holiday
- you will receive 10 school days notice of the appeal hearing time and date
- you will receive a statement 7 days before your appeal hearing saying why your child has not been offered a place and why the school is unable to admit another pupil

### School admission appeals timetable

Type of school/Academy	Offer date	Appeals to be lodged by	Appeals to be heard by
Secondary places for children starting in September 2014	3 March 2014	4 April 2014	18 June 2014
Reception & Junior places for children starting in September 2014	16 April 2014	20 May 2014	21 July 2014

### In Year Appeals

Appeals resulting from In Year admission applications will be heard within 30 school days of the appeal being lodged.

### What happens when I appeal?

Your appeal will be heard by an independent panel. The appeal panel's decision is final and binding on the school and the admitting authority.

Acceptance of a place at a school does not affect your right to appeal for a place at another school. However, if you decide to appeal for a place at any of your preferred schools, we recommend you secure a place for your child at an alternative school in case your appeal is unsuccessful.

Wolverhampton Local Authority is always willing to discuss alternative schools with places available at any stage in the process.

An interpreter can be made available at the appeal on request for those for whom English is not their first language.