

Dear Parent

ARRANGEMENTS FOR APPEALING AGAINST A DECISION NOT TO OFFER A PLACE FOR RECEPTION IN SEPTEMBER 2020

You will be informed on 16th April by your relevant Local Authority of offers of places for Reception in September 2020 and we hope that you are happy with the place secured. However, if you applied but have not been offered a place at Gilbert Scott Primary School for your child to start Reception in September 2020, 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 Gilbert Scott Primary School and *The Collegiate Trust*.

If you wish to appeal, please download an *Appeal Form* from the school website www.gilbertscott.croydon.sch.uk or telephone Gilbert Scott Primary School on 020 8657 4722 to request a form. This *Appeal Form* must be filled in and returned to *the Clerk to The Collegiate Trust* by 4pm on Tuesday 19 May 2020 – as shown in the table below. (Please note that *The Collegiate Trust* is the Admissions Authority for Gilbert Scott Primary 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:	4pm Tuesday 19th May 2020 You MUST state the reasons for your appeal on the form
Acknowledgement of your <i>Appeal Form</i> :	Tuesday 26th May 2020
Any additional or supporting evidence should be submitted by:	12 days prior to the hearing date
Letter notifying you of the time and date of your appeal hearing will be sent by:	At least 10 school days before the appeal hearing date
Appeals expected to take place:	By the end of June 2020
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

Registered Office: The Collegiate Trust

A: Honister Heights Purley Surrey CR8 1EX
T: 03300 100 701
E: admin@tct-academies.org
W: www.tct-academies.org