

**Information for parents and carers**

If you have been refused a place at the school you have the right of appeal, which should be sent in writing to the Chair of Governors.

Allocations letters / emails sent by NYCC to parents 16 April, or first working day thereafter.

Deadline for submitting appeals is 20 school days following the allocation date.

Appeals received by the deadline date will be heard within 40 school days of the deadline for submitting appeals.

Appeals against a decision for transfers in any other year group will be heard within 30 school days of the appeal being lodged.

You will be sent a letter informing you of the date, time and location of your appeal. You will receive at least 10 school days' notice of the appeal hearing.

Wherever possible the appropriate appeal paperwork will be sent to you 4 working days in advance of the hearing. This will include the statement of case setting out the reasons your child was refused a place.

You must ensure that your appeal is submitted in writing, and that any additional evidence you wish to provide must be received by the school at least four working days before your appeal.

Decision letters will be sent within five school days of the appeal hearing.