

## Appeal Dates & Information

If you have not been offered a place at Fortismere School, the law entitles you to appeal against that decision to an Independent Appeal Panel. This panel is completely independent of the school and the Local Authority. The appeals are held at the school.

If you wish to appeal, please download an Appeal Form from the school's website. Please do not use any other appeal form or send your form to your local authority. It is suggested that you download the explanatory leaflet about appeals which you should read before you complete the appeal form. The appeal form is in Word format. The panel would prefer the form to be typed but handwritten forms are acceptable, in black ink. Please ensure that the clerk can read your details including telephone numbers and e mail addresses. 'Signatures' may be typed.

You should include any evidence or supporting material with your appeal form and you **MUST** give the grounds for your appeal at the time you lodge your appeal form. Your appeal form will not be accepted unless you state the grounds for your appeal. You may appeal for more than one school.

### The timetable for appeals is as follows: -

Last day for lodging appeal forms for a place in year 7 to start in September 2019	<b>4pm on Tuesday 30 April</b> to guarantee that your appeal will be heard in the first tranche of appeals. Appeals lodged later may not be heard until the second tranche which could be in September 2019. You <b>MUST</b> state the reasons for your appeal and supply any documentary evidence at this stage.
The stage 1 part of the hearing (with other parents present) will take place at the school	<b>Monday 1 July and Wednesday 3 July 2019.</b> One session each morning at 9.00 am.
Part 2, the individual private hearings will take place on	Monday 1 July and Wednesday 3 July 2019 after the stage 1 has been heard.
Invitation letter giving details about your hearing will be sent by the Clerk to the Independent Appeal Panel	At least 10 school days before the stage 1 hearing.
Any <b>additional</b> supporting evidence	<b>Wednesday 26 June 2019.</b> You are advised that additional paperwork received on the day of the appeal hearing will <u>not</u> be taken into account. Please provide the Clerk with FIVE copies of any <b>additional</b> evidence. All such evidence to be submitted in A4 format and not bound, but may be stapled in the top left hand corner. Paperwork submitted with your appeal form does not need to include 5 copies.
Letter from the Clerk informing you of the decision of the independent appeal panel	Due to the high number of appeals held at this time, this may not be sent until up to 2 weeks after the last hearing for the school.

### Timetable for appeals for mid-term applications is as follows:

Last day for lodging appeal forms following a refusal for a place mid-term	20 school days upon receipt of your letter of refusal. You <b>MUST</b> state the reasons for your appeal and supply documentary evidence at this stage. Appeals are held within 30 school days of the receipt of the appeal form.
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### Timetable for appeals for the 6<sup>th</sup> form is as follows:

Last day for Lodging appeals	4pm on Tuesday 27 August 2019 to guarantee that your appeal will be heard within the first weeks of September. You <b>MUST</b> state the reasons for your appeal and supply
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	any documentary evidence at this stage. Please note the timetable is very short to enable those appellants who win appeals to start as early into the school year as possible.
Appeal date	The date will be during the month of September 2019.