



## THE GRIFFIN PRIMARY SCHOOL RUGBY

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### ADMISSIONS APPEALS TIMETABLE 2023-2024 ADMISSIONS

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All appeals should be lodged with Warwickshire County Council, with further information available and submission details at:

<http://www.warwickshire.gov.uk/schoolappeals>

The timetable for Warwickshire's appeals is included below, together with some general information about the appeals process.

#### **Appeals for Reception entry from September 2023**

- Primary Offer Day – Monday 17 April 2023.
- Deadline for lodging appeals – Tuesday 16 May 2023.
- Appeals received by Tuesday 16 May 2023 will be heard by Monday 17 July 2023.
- Appeals received after Tuesday 16 May 2023 will be heard within 40 school days of the deadline date or within 30 school days of the appeal being lodged (whichever is later).

Primary School on-time applicants: hearings will commence on Monday 19 June 2023 and finish on Monday 17 July 2023.

#### **In Year Admissions (outside of the normal round of entry)**

- In year (or casual) admission appeals will be heard within 30 school days of the appeal being lodged.

## **Appeals process**

- Your appeal will be acknowledged by letter and email within 5 school days of receipt. If you do not receive an acknowledgement within a week of lodging your appeal, contact Warwickshire County Council on 0845 155 1793 as a matter of urgency.
- Notification of the appeal(s) date will be sent out by letter and email at least 10 calendar days before the hearing.
- Confirmation of the hearing details and the papers relating to your appeal will be sent out to all parties at least 7 calendar days before the appeal.
- Warwickshire County Council must receive any additional supporting documents at least 7 calendar days before the first day of the hearing for the school you are appealing for, irrespective of where you are listed within that hearing. Unfortunately they will not be able to accept additional information after this date.
- The appeal panel will decide whether or not material submitted after this deadline will be considered, taking into account the amount and its significance and the effect of a possible need to adjourn the hearing. Therefore we strongly advise you to comply with this deadline.
- The Independent Appeals Panel's decision will be sent to you by email within 5 calendar days of the hearing, where possible.

## **Help guides**

If you have any queries about the process, please see the help guides or contact the School Appeals Service.

- Phone – 0845 155 1793
- Email – [schoolappeals@warwickshire.gov.uk](mailto:schoolappeals@warwickshire.gov.uk)
- Website - [Appeal the outcome of a school placement – Warwickshire County Council](https://www.warwickshire.gov.uk/schoolappeals) or <https://www.warwickshire.gov.uk/schoolappeals>