



ADMISSION APPEALS ARRANGEMENTS 2014/2015

Although The STEP Academy Trust is the admissions authority, the allocation of school places has been delegated to the Local Authority School Admissions Team. Parents/carers who are not offered a place at Applegarth Academy, David Livingstone Academy and Gonville Academy for their child will be entitled to appeal. The management of appeals has been delegated to the Croydon Independent Appeals Service.

We would advise that Academy Primary admission appeals will be heard between 9th June and 20th June 2014.

Deadline for Lodging Appeals

Appeal forms must be received by 20th May 2014.

Appeal forms received by 20th May 2014 will be heard between 9th June and 20th June 2014.

Appeal forms received between 21 May 2014 and 30 June 2014 will, where possible, be scheduled to take place as part of the block multiple appeals for the particular academy. Where this is not possible (i.e. the block multiple appeals for the academy have been heard or the statutory timescales cannot be met), the appeal will be heard as an ad hoc appeal on a date before the start of the autumn term.

Any appeal form received after 30 June 2014 will not be heard until the autumn term starts, unless there is sufficient notice and capacity to add the appeal to an existing ad hoc appeal hearing day before the autumn term starts.

Appellants will receive at least 10 school days notice of their appeal hearing date. Appellants should submit their additional evidence and the STEP Academy Trust/Academy to submit their evidence at least 10 school days prior to the hearing date.

Wherever possible decision letters will be sent to appellants within 5 working days of the hearing, or, where multiple appeals for an Academy are heard on more than one day, within 5 working days of the last hearing day.