



## **ADMISSION APPEALS ARRANGEMENTS 2016/2017**

STEP Academy Trust is the admissions authority and the allocation of Reception school places for STEP Academy Trust Academies in Croydon has been delegated to Croydon Council School Admissions Team.

If you applied online and on time, you will receive an email or text alert telling you when you can log in to find out the result of your application, during the evening of 16 April 2016. You can also view the outcome of your application by downloading the 'ParentComms' App.

### **Important Information**

If your child has been offered a place at your first preference school, you will not be sent an outcome letter. You will be able to access the results of your application online as well as accept or decline the offer made.

Letters are posted first class to the applicant's address on 18 April 2016. If you applied online you will be sent an email during the evening of 18 April 2016 with the outcome of your application. Please wait until you have received the email before logging onto the Pan London Admissions website.

Parents/carers who are not offered a place at the Croydon STEP Academies listed below for their child will be entitled to appeal. The management of appeals has been delegated to the Croydon Independent Appeals Service.

Reception Admission appeals for the following STEP Primary Academies are scheduled to be heard between Tuesday 14th June and Thursday 30th June 2016:

- Applegarth Academy – STEP Academy Trust
- David Livingstone Academy – STEP Academy Trust
- Gonville Academy – STEP Academy Trust
- Heathfield Academy – STEP Academy Trust

a) Deadline for Lodging Appeals: by Tuesday 17th May 2016. Appeal forms must be received by Tuesday 17th May 2016.

Appeal forms received within the deadline of Tuesday 17th May 2016 will be heard between Tuesday 14th June 2016 and Thursday 30th June 2016.

b) appellants will receive at least 10 school days' notice of their appeal hearing date.

c) appellants must submit their additional evidence, and STEP Academy Trust to submit their evidence, at least 10 school days prior to the hearing date.

d) wherever possible decision letters will be sent to appellants within 5 school days of the hearing, or, where multiple appeals for an academy are heard on more than one day, within 5 school days of the last hearing day for that academy.

This is a summary, for full details, please see the links below for further information.

[https://secure.croydon.gov.uk/eforms/ufsmain?ebz=1\\_1424894388294&formid=EXT\\_ED\\_APPEALS\\_KS1](https://secure.croydon.gov.uk/eforms/ufsmain?ebz=1_1424894388294&formid=EXT_ED_APPEALS_KS1)

[Admission appeals - parents guide](#)

Please note that all appellants must now appeal online to the Croydon Independent Appeals Service. No printed or pdf copy forms will be made available for use by appellants apart from in exceptional circumstances where they have no means of appealing online.

For the reception year appeals, please see the online appeal form here  
[https://secure.croydon.gov.uk/eforms/ufsmain?formid=EXT\\_ED\\_APPEALS\\_KS1](https://secure.croydon.gov.uk/eforms/ufsmain?formid=EXT_ED_APPEALS_KS1)

The deadline for online receipt of the appeal forms is 17 May 2016.

The main appeals information page is here <https://www.croydon.gov.uk/democracy/feedback/appeals>

**The Independent Appeals service cannot provide individual advice on how to appeal, but will continue to accept calls/email inquiries relating to appeals once they have been received.**

For inquiries about an appeal already received, the contact numbers remain:

0208 726 6000 ext 61559 (Monday to Tuesday, Thursday to Friday)

0208 726 6000 ext 62317 (Tuesday to Thursday)