



## **ADMISSION APPEALS ARRANGEMENTS 2017/2018**

STEP Academy Trust is the admissions authority and the allocation of school places for Heathfield Academy has been delegated to Croydon Council's 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 18 April 2017. 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.

You will be sent an email during the evening of 18 April 2017 with the outcome of your application. Please wait until you have received the email before logging onto the Pan London Admissions website.

Offers must be accepted or declined by Monday 2<sup>nd</sup> May 2017 at [www.eadmissions.org.uk](http://www.eadmissions.org.uk).

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

Academy Primary admission appeals to be heard between 13 June and 30 June 2017

a) Deadline for Lodging Appeals: Thursday 18 May 2017.

Appeal forms received within the deadline (18 May 2017) will be heard between 13 June and 30 June 2017.

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

c) appellants must submit their additional evidence and the admission authority 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 a school are heard on more than one day, within 5 school days of the last hearing day for that school.

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

[https://secure.croydon.gov.uk/eforms/ufsmain?ebz=1\\_1425025111382&formid=EXT\\_ED\\_APPEALS](https://secure.croydon.gov.uk/eforms/ufsmain?ebz=1_1425025111382&formid=EXT_ED_APPEALS)

[Admission appeals - parents guide](#)