



## **ADMISSION APPEALS ARRANGEMENTS 2018/2019**

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 16 April 2018. 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 16 April 2018 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 30 April 2018 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 11 June and 23 July 2018

a) Deadline for Lodging Appeals: Tuesday 22 May 2018.

Appeal forms received within the deadline (30 April 2018) will be heard between 11 June and 23 July 2018 (ie within 40 days of the deadline).

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 12 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](#)