



JOHN RAY JUNIOR SCHOOL

(part of CHANGE Schools Partnership)

Admission Appeals Timetable 2021

If you wish to appeal against a decision to refuse a place for your child at this school you can appeal in writing and send to the Clerk to the Independent Appeal Panel, PO Box 11, Chelmsford, Essex CM1 1LX within 20 days of receiving the Offer Letter. Information about how to appeal against a refusal of a school place will be sent with the offer pack.

For appeals during the 2021/2022 admissions round (to start Reception or via infant to junior transfer in September 2021), you should return your completed form to Essex County Council by **17 May 2021**.

Primary Appeals Timetable – 2021/2021 Admissions Round

- Offer Date: 16 April 2021
- Deadline for lodging appeals: **17 May 2021**
- Appeals held: June-July 2021

Appeals relating to late applications

If your application was made after 15 January 2021 (closing date for receipt of applications for primary school places) appeals will, where possible, be heard by 31 July 2021. Where it is not possible to hear the appeal by 31 July 2021 it will be heard within 30 school days of the appeal being lodged.

In Year and Transfer Appeals

For other appeals such as transfer and in-year admissions (moving from one school to another during the school year) please return your form to Essex County Council within 4 weeks of the date of your refusal letter. These appeals will be heard within 30 school days of the appeal being lodged.

How much notice of the appeal hearing date will I have?

Letters notifying parents of appeal dates and times are sent out in line with statutory guidance. These letters will be sent out at least 10 school days in advance of the hearing (unless you have agreed to a shorter period than this).

If you wish to submit any further information other than that which you included with your appeal form, we ask that this is sent to the Clerk to the Independent Appeal Panel no later than **5 days** prior to your hearing. This is to enable the additional information to be circulated to all parties, giving the Panel and school the opportunity to consider the information in advance of the hearing. Please note that if significant information is received after this deadline your hearing may have to be adjourned to a later date.

Decision letters are set out within 5 school days of the hearing wherever possible.