

Admission Appeal Timetable and Process

Academic Year 2025-2028



Connect Education Trust Admissions Appeals Process

Our Admissions Policy follows the [Department for Education's School Admission Code](#) and [DFE School Admission Appeals Code](#).

Our schools participate in the Enfield Local Authority's coordination of admissions processes. This means that the London Borough of Enfield processes all applications and appeals for our Enfield schools. Further information:

- [Enfield Admissions Appeals](#)

Any applicant refused a place has a right of appeal to an independent appeal panel established by the Connect Education Trust which will publish its appeals information on its website annually.

Parents who wish to appeal against the decision to refuse their child a place in the school may apply to the school directly in the first instance. The school will arrange for appeal to be registered and heard by an independent appeal panel. You can lodge your appeal by emailing the Headteacher via the school office, mark the subject of your email as "Admission Appeal."

The process will be in accordance with the [DFE School Admission Appeals Code](#) and the [Enfield Appeal Process](#).

Timetable

1	Appealing a school's decision	You'll be sent a letter with the decision about your child's school. If your child is refused a place, you can appeal against the decision. The letter will tell you how. You must appeal against each rejection separately. You can only appeal once against each rejection.
2	Preparing your appeal	The admission authority for the school must allow you at least 20 school days to appeal from when they send the decision letter. The admission authority will set a deadline for submitting information and evidence to support your appeal. If you submit anything after the deadline, it might not be considered and may result in delays to your hearing.
3	When the hearing will be	The admission authority must give you at least 10 school days' notice of the hearing. Appeals must be heard within 40 school days of the deadline for making an appeal.
4	What happens at the appeal hearing	<p>There's a panel of 3 or more people at the appeal hearing. The panel must be independent and must follow the school admission appeals code.</p> <ul style="list-style-type: none">• The admission authority will explain why they turned down your application.• You'll be able to give your own reasons why your child should be admitted.• The appeals panel must decide if the school's admission criteria were properly followed and comply with the school admissions code.• If the criteria were not properly followed or do not comply with the school admissions code your appeal must be upheld.

		<ul style="list-style-type: none"> • If your reasons for your child to be admitted outweigh the school's reasons for not admitting any more children at all, your appeal will be upheld. • You will usually be sent the decision within 5 school days.
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Appeals for infant classes	<p>You need to go through the same process if you're appealing a decision about an infant class. In Reception, Year 1 and Year 2, the class size is limited to 30. Your application can be turned down if all the classes already have 30 children.</p> <p>Your appeal could be successful if:</p> <ul style="list-style-type: none"> • Giving your child a place will not increase the class size above the limit • The admission arrangements have not been properly followed • The admission criteria do not comply with the <u>school admissions code</u>
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Complaint About the Appeals Process

Complaint should be addressed to the Department for Education using the online form is the quickest way to make a complaint. If you need a paper form instead, contact:

Department for Education Helpline Telephone: 0370 000 2288

You should get a decision on your complaint within 9 weeks (45 working days). You'll be told if it'll take longer. You will get a letter explaining the reasons for the decision.

If the Department for Education decides something went wrong with the appeals panel, it may ask the school to hold a new appeal hearing with a different panel or recommend the school reviews its appeals process.