

## Published admission appeals timeline for September 2022

If your child was not offered a place at the West Bridgford School on the National Offer day (1 March 2022), you have the right to appeal this decision, to an independent appeals panel.

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| <b>How to lodge an appeal</b> | <p><b>Write to:</b><br/>Admissions Department, The West Bridgford School<br/>Loughborough Road, West Bridgford, Nottingham NG2 7FA</p> <p><b>Or Email:</b><br/><a href="mailto:lattewell@wbs.school">lattewell@wbs.school</a></p> <p>A 'Notice of Appeal' form will be sent to you upon receipt of your request. You will need to return your completed Notice of Appeal by <b>Friday 1<sup>st</sup> April at 10am</b>. Appeals received after this deadline will be heard within 40 school days of the deadline for lodging appeals, where possible, or within 30 school days of the appeal being lodged with the school.</p>  |
| <b>The appeal hearing</b>     | <p>For applications made in the normal admissions round, our appeals will be held in two stages:</p> <p><b><u>Stage 1 - School's case (28<sup>th</sup> April 2022)</u></b></p> <p><b>Tuesday 19<sup>th</sup> April</b> - All parents who have lodged an appeal will be emailed a copy of the school's case with a link to a questionnaire, which will give an opportunity to ask questions. The form must be completed before <b>22<sup>nd</sup> April at 3pm</b>.</p> <p>The Presenting Officer will answer all the questions submitted by the appellants and the panel. The responses will be emailed to all appellants and the panel members.</p> <p><b>Thursday 28<sup>th</sup> April</b> – Panel meet to review the case and make decision on whether to uphold the school's case. This decision will be confirmed by email, once received from the Clerk. Provided the independent appeals panel is satisfied that prejudice has been proven, your individual appeal will now take place via zoom or written communication.</p> <p><b><u>Stage 2 - Parent's case (3<sup>rd</sup> to 6<sup>th</sup> May 2022)</u></b></p> <p>Stage 2 Individual appeal hearings will now take place via a zoom meeting. Parents will be given the date and time of their individual appeal no less than 10 days before the hearing. If you are a keyworker with time restrictions please advise details on the form at Stage 1.</p> <p>If you do not have the access to technology, we can organise for you to attend the school and use a meeting room with access to a laptop. Alternatively, your appeal will be conducted using the written evidence that you have provided, any further evidence can be submitted by email prior to the appeal.</p> |
| <b>Appeal outcome</b>         | Parents will be notified, in writing, by Monday 16 <sup>th</sup> May 2022   |