

If you have not been offered a place at a school of your preference, you are entitled to appeal against the decision to an Independent Appeal Panel. This panel is completely independent of the Hackney Learning Trust, the Local Authority and the school. The appeals are held at an independent venue in Hackney.

If you wish to appeal, please use this link to download an appeal form.

<https://www.learningtrust.co.uk/content/appeals>

You must include any evidence or supporting material with your appeal form and you MUST give the grounds for your appeal at the time you lodge your appeal form. Do bear in mind that there are only 4 grounds from which you can appeal and details about these are on the appeal form. Your appeal form will not be accepted unless you state the grounds for your appeal. You may appeal for more than one school.

The timetable for appeals is as follows:-

Last day for lodging appeal forms for Reception in Northwold School in September 2019	4 pm on Monday 20 May 2019
Appeals will take place on	Wednesday 26 June 2019.
Invitation letter giving you details about your hearing will be sent by the Clerk to the Independent Appeal Panel	At least 10 school days before the hearing
Any <i>additional</i> evidence or supporting evidence	Tuesday 18 June 2019. You are advised that additional paperwork received on the day of the appeal hearing will <u>not</u> be taken into account.
Letter from the Clerk informing you of the decision of the independent panel	This will be sent 5 school days after the last hearing for all the appeals held for the Olive school has been heard.
In year appeals	These appeals are heard within 30 school days of the appeal form being lodged with the Clerk. Unless you waive this right, you will be given 10 school days' notice of the hearing. Additional evidence must be sent to the Clerk to the panel not later than 5 working days before the hearing. Decision letters are dispatched 5 working days after the hearing.