



COOMBE BISSETT C of E PRIMARY SCHOOL

Together we can.....
"Soar on wings like eagles,
Run and not grow weary,
Walk and not be faint". Isaiah 40:31



ADMISSION APPEALS INFORMATION

Admission Appeals Forms are available on request from the School Office or to download from the School Website.

Deadline for lodging appeals: Normal Admission Round (Reception September 2022)

For the 2022 intake, Admission Appeal Forms should be submitted by 18/5/22

Deadline for lodging appeals: In Year Applications (All other Years)

Admission Appeals can be submitted at any time during the school year. Please return all paperwork within 20 school days of receipt of notification of rejection of request for a school place.

Date appeals to be heard

For on time applications the deadline for the Appeal Panel to meet and hold the Appeal Hearing is 40 school days from the deadline for lodging appeals which is the 20/07/2022.

Notice of Appeal Hearing

You will be given at least 14 calendar days' notice of the Hearing date.

Deadline for parent(s) / guardian(s) to submit late paperwork

Late paperwork can be submitted up to five school days before the appeal hearing. If submitted later the documents may NOT be accepted by panel.

Submission and Exchange of all paperwork

You will be sent a copy of all paperwork for the hearing at least one week before the Appeal Hearing Date together with details of the venue, timing and panel for your hearing. If it is not possible to safely hold the meeting in person due to social distancing regulations, the hearing may take place via video link or conference call. Where an appellant fails, or is unable, to take part in the hearing, and it is impractical to offer an alternative date, the appeal may go ahead and be decided on the written information submitted.

Date for late application appeal hearings

Where possible late application appeal hearings should be heard at the same time as previously scheduled appeals. If this is not possible we will hear the appeal no sooner than 28 calendar days after the appeal lodge date.

Timescale for the appeal hearing decision

The clerk to the independent appeals panel will send letters outlining your appeal hearing decision within 7 calendar days of the end of the hearings. This timescale is subject to the volume of appeals, circumstances and conditions.

Parents are strongly encouraged to meet all deadlines as delays may cause unnecessary disruption and complications.

If you have any questions about this process please contact: The School Governors c/o Coombe Bissett Primary School Office, Shutts Lane, Coombe Bissett, Salisbury, SP5 4LU Tel: 01722 718380 Email: admin@coombebissett.wilts.sch.uk