



ARCHBISHOP COURTENAY CHURCH OF ENGLAND PRIMARY SCHOOL

Eccleston Road, Tovil, Maidstone, Kent ME15 6QN

Tel 01622 754666 Fax: 01622 355174

Headteacher: Miss Wendy Robinson

Chair of Governors: Mr Andrew Rathbone

March 2017

APPEALS

If you are unhappy with the school place you've been offered, you can appeal for any of the schools you named in your application.

We recommend you still accept the place your child has been offered. This will not affect your appeal and will guarantee your child has a school place if your appeal is unsuccessful. If your appeal is successful you must remember to tell the school you were originally offered that you no longer want the place.

Make an appeal

If your child is due to start primary school in 2017 you can appeal if you were refused a place at one of your preferred schools. You can appeal **between 18 April and 17 May 2017** to guarantee that your appeal will be heard by 19 July 2017.

If the school application was made in the normal round of applications, appeals must be heard within 40 school days of the appeal deadline. If it was a late application, appeals should be heard within 40 school days of the deadline where possible, or within 30 school days of making the appeal. Further guidance and information about appeals is available at:

http://www.kent.gov.uk/_data/assets/pdf_file/0004/67630/Primary-School-appeal-guidance-notes.pdf

To make an appeal, please write to the clerk of governors at the school.

Appeal hearing

The hearing lets you explain to an independent appeal panel why you think your child should be given a place at the school and lets the school explain why it could not offer your child a place.

Appeal hearings usually take 30 minutes and are held Monday to Friday between 9am and 4.30pm.

KCC will send you the details and a copy of the school's case at least 10 school days before the hearing. If you want to send KCC any additional evidence you must make sure that KCC get it at least 5 school days before the hearing date.

Decision

There is a legal maximum class size for reception, year 1 and year 2. This is 30 children per teacher. Your appeal can be turned down if all the classes have already reached their legal limit, unless:

- the admission arrangements were unlawful
- the admission arrangements weren't correctly and impartially applied
- the decision to refuse admission wasn't reasonable.

KCC will write to tell you the panel's decision as soon as possible. KCC cannot tell you the decision by telephone.

If your appeal is unsuccessful, you can't lodge another appeal to the same school for the same school year, unless you can show your circumstances have changed since the first appeal.

