

## Appeal Dates & Information

If you have not been offered a place at Park Federation Primaries, the law entitles you to appeal against that decision to an Independent Appeal Panel. The panel is completely independent of the school and the Local Authority. All appeals will be heard online, which has the advantage that your appeal can be heard from your home or place of work.

If you wish to appeal for a place in **Reception, year 1 or year 2**, please use [this link](#) to complete your appeal online. If you wish to appeal for a place in **years 3 – 6** please use [this link](#) to complete your appeal online

Please do NOT use ANY other appeal form or send your form to your local authority. It is suggested that you download the explanatory booklet about appeals which you should read before you complete the appeal form. Those applying for a place in Reception, Year 1 or Year 2 are advised to read the section in the appeal's booklet which refer to Reception, years 1 and 2.

### [Booklet Link](#)

If you are appealing for a place in years RECEPTION, year 1 or year 2, you are advised to read the section in the booklet which refers to appeals for these years.

You should 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. Your appeal form will not be accepted unless you state the grounds for your appeal. You may appeal for more than one school.

Please note that the online form will ask you to download two utility bills dated in the last THREE months. If you do not have access to a scanner, please take two photographs with a mobile phone and upload the photographic files.

Full details about the hearing will be sent to you with your invitation to the hearing.

If you wish to contact the clerk – email : [clerk@educationappeals.com](mailto:clerk@educationappeals.com)

### The timetable for appeals is as follows: -

Last day for lodging appeal forms for a place in RECEPTION to start in <b>September 2026</b>	12 noon on <b>Wednesday 20th May 2026</b> to guarantee that your appeal will be heard in the first tranche of appeals. Appeals lodged later may not be heard until the second tranche which could be in <b>September 2026</b> . You <b>MUST</b> state the reasons for your appeal and supply any documentary evidence at this stage.
The stage 1 part of the hearing (with other parents present) will take place on	<b>Monday 29<sup>th</sup> of June 2026, time to be advise on letter of invitation.</b>
Part 2, the individual private hearings will take place on	<b>Monday 29<sup>th</sup> of June 2026, time to be advise on letter of invitation.</b>
Invitation letter giving details about your hearing will be sent by the Clerk to the Independent Appeal Panel	At least 10 school days before the stage 1 hearing.
Any <b>additional</b> supporting evidence	<b>Monday 22<sup>nd</sup> June 2026 @ 12PM.</b> You are advised that additional paperwork received after this (including on the day of the appeal hearing) will <u>not</u> be taken into account. Please provide the Clerk with <b>ONE</b> copy of any <b>new additional</b> evidence <b>BY EMAIL ONLY</b> . These must be sent to <a href="mailto:clerk@educationappeals.com">clerk@educationappeals.com</a> .
Letter from the Clerk informing you of the decision of the independent appeal panel	Due to the high number of appeals held at this time, this may not be sent until up to 15 school days after the last hearing for the school.

Timetable for appeals for mid-term applications is as follows:

Last day for lodging appeal forms following a refusal for a place an 'in year' or 'mid-term'.

You must lodge the appeal form within 20 school days upon receipt of your letter of refusal. You **MUST** state the reasons for your appeal and supply documentary evidence at this stage. Appeals are held within 30 school days of receipt of the appeal form.