

## Appeal Dates & Information

If you have not been offered a place at **Hackney New School**, the law entitles you to appeal against that decision to an Independent Appeal Panel. This panel is completely independent of the school and the Local Authority. The appeals are held in Hackney.

If you wish to appeal, complete the **ONLINE appeal form** which can be downloaded [here](#). Please do NOT use ANY other appeal form or send your form to your local authority. It is suggested that you download the explanatory leaflet about appeals which you should read before you complete the appeal form.

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.

If you experience problems with the online form, please e mail [clerk@educationappeals.com](mailto:clerk@educationappeals.com)

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

Last day for lodging appeal forms for a place in year 7 to start in <b>September 2020</b>	4pm on <b>Tuesday 31 March 2020</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 September 2020. 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 at the school	<b>Wednesday 20 May 2020</b>
Part 2, the individual private hearings will take place on	<b>Wednesday 20 May 2020</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>Wednesday 13 June 2020</b> . You are advised that additional paperwork received on the day of the appeal hearing will <b>not</b> be taken into account. Please provide the Clerk with FIVE copies of any <b>additional</b> evidence. All such evidence to be submitted in A4 format and NOT bound, but may be stapled on the top left hand corner. Paperwork submitted with your appeal form does not need to include 5 copies.
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 2 weeks 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 mid-term.	20 school days upon receipt of your letter of refusal. You <b>MUST</b> state the reasons for your appeal and supply documentary evidence at this stage.
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## PRIMARY SCHOOL APPEALS

The timetable for summer transfer appeals is as follows:-

Last day for lodging appeal forms for a place in RECEPTION to start in <b>September 2020</b>	4 pm on <b>Friday 15 May 2020</b> . You <b>MUST</b> state the reasons for your appeal and supply any documentary evidence at this stage. You are advised to complete your appeal form as early as possible and not leave it until the last few days.
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The appeals will take place on	<b>Wednesday 24 June 2020 or Friday 26 June 2020.</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 <i>additional</i> or supporting evidence	<b>Wednesday 17 June 2020.</b> You are advised that additional paperwork received on the day of the appeal hearing will <u>not</u> be taken into account. Please provide the Clerk with FIVE copies of any additional evidence. All such evidence to be submitted in A4 format and NOT bound, but may be stapled on the top left hand corner.
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 2 weeks after the last hearing for the primary school.
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.