

Appeal Dates & Information

If you have not been offered a place at Ashmole Trust 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](#)

You will need to upload any evidence or supporting material with your appeal form and you can upload **more evidence up to 12 noon of the 5th working day before your stage 1 hearing**. After then you will not be allowed to submit further documentation. **This will be strictly enforced**. We do not accept any additional evidence by post or email. For secondary/primary transfer appeals, the hearing will take place at least TWO months after the refusal letter. This gives you plenty of time to get your evidence together if you act early and take account of school holidays. The panel will not take additional evidence on the day of the appeal hearing.

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, but on different forms using the same appeal account.

If you are appealing for two different children you will have to open two accounts.

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.

All letters and information will be sent by email. Make sure you use an email address you use on a regular basis. Full details about the hearing will be added to the document file in your account at the same time we send the email about your hearing.

If you wish to contact the clerk – email: clerk@educationappeals.com

The timetable for appeals is as follows:

Last day for lodging appeal forms for a place in RECEPTION to start in September 2027	12 noon on Tuesday 18 May 2027 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 2027 . You MUST 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	Time to be advise on letter of invitation.
Part 2, the individual private hearings will take place on	Time to be advise on letter of invitation.
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 additional supporting evidence	The closing date is 4 pm on the 5th working day before your stage 1 hearing. These must be uploaded to the appeal account you opened when you submitted your

	appeal form. Closing date is 12 noon on the 5th working day before the stage 1 hearing. We do not accept additional information by post or by email.
Letter from the Clerk informing you of the decision of the independent appeal panel	Within two days AFTER the last hearing has been heard for your school, the Clerk will send an email with the decision of the panel. Due to the high number of appeals held at this time, an extensive letter explaining how the panel made their decision will be emailed up to 20 school days later.

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.
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