



February 2019

## Re: Mid-Term Appeals

If your child has not been offered a place at St Mary Magdalene Academy following an in-year admission application, 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 at an independent venue close to the school.

If you wish to appeal, please download an Appeal Form from the school's website. 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. The appeal form is in Word format. The panel would prefer the form to be typed, but handwritten forms are acceptable. In black ink. Please ensure that the clerk can read your details including telephone numbers and e mail addresses. 'Signatures' may be typed.

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.

### The timetable for appeals 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 MUST state the reasons for your appeal and supply documentary evidence at this stage. Appeal forms and other information may be emailed or posted to: <a href="mailto:birte.rohloff@smmacademy.org">birte.rohloff@smmacademy.org</a> (preferred method) or posted to Birte Rohloff, St Mary Magdalene Academy, 475 Liverpool Road, London N7 8PG Appeals are held within 30 school days of the receipt of the appeal form
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Thank you for your co-operation.  
Admissions Department  
020 7502 4714