



February 2019

Re: Reception September 2019 Intake Appeal

If your child has not been offered a place at St Mary Magdalene Academy, 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 for Reception in St Mary Magdalene Academy in September 2019	4 pm on Monday 20 May 2019 You MUST state the reasons for your appeal and supply any documentary evidence at this stage. Appeal forms and other information may be emailed to birte.rohloff@smmacademy.org (preferred method) or posted to Birte Rohloff, St Mary Magdalene Academy, 475 Liverpool Road, London N7 8PG
Appeals will take place on	Monday 10 June 2019 and Tuesday 11 June 2019, depending on the number of appeals to the secondary phase of the school
Invitation letter giving you details about your hearing will be sent by the Clerk to the Independent Appeal Panel	At least 10 school days before the hearing
Any <i>additional</i> evidence or supporting evidence	Monday 3 June 2019. You are advised that additional paperwork received on the day of the appeal hearing will not be taken into account
Letter from the Clerk informing you of the decision of the independent panel	This will be sent 5 school days after the last hearing for all the appeals held for SMMA

Thank you for your co-operation.
Admissions Department
020 7502 4714

St Mary Magdalene Academy Liverpool Road London N7 8PG Tel 020 7697 0123 Fax 020 7700 4218

Email firstcontact@smmacademy.org Website www.smmacademy.org

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Registered Office: St Mary Magdalene Academy, Liverpool Road, London N7 8PG