

ADMISSION APPEALS ARRANGEMENTS 2023-2024

Appeals Timetable in accordance with the School Admissions Appeal Code 2022

STEP Academy Trust is the admissions authority and the allocation of school places for Heathfield Academy has been delegated to Croydon Council's School Admissions Team.

Primary Applications

If you applied online and on time you will receive an email notification about the result of your application during the evening of **17 April 2023**.

Important Information

You **will not** be sent an outcome letter in the post, you will be able to view the result of your application online as well as accept or decline the offer made by logging into your eadmissions account. Keep your login details safe once you have submitted your online application.

You must accept or decline the offer by 2 May 2023 to be guaranteed a place at the school offered. This Local authority will not be able to keep an offer of a place open indefinitely. If you do not reply within the specified time your place will be allocated to the next child on the waiting list.

The outcome information on the eAdmissions website will give you important advice on what to do next if you have been unsuccessful in securing an offer at one of your preferred schools or have been offered an alternative school which you did not list on your online form.

Parents/carers who are not offered a place at Heathfield Academy for their child will be entitled to appeal. The management of appeals has been delegated to the Croydon Independent Appeals Service.

- a. Deadline for Lodging Appeals: 16 May 2023. Appeal forms received within the deadline (16 May 2023) will be heard between 5 June 2023 and 21 July 2023. We aim to hear all appeals lodged within the normal timescales before 21 July 2023, however some appeals may be heard during August.
- b. Appellants will receive notice of the date of their appeal hearing at least 14 calendar days before the hearing date and, where possible, up to 21 calendar days ahead of the date.
- c. Appellants must submit their additional evidence and the admission authority to submit their evidence at least 14 calendar days prior to the hearing date.
- d. Decision letters will be sent to appellants within 7 calendar days of the hearing, or, where multiple appeals for a school are heard on more than one day, within 7 calendar days of the last hearing day for that school.

This is a summary, for full details, please see the links below for further information.

https://secure.croydon.gov.uk/eforms/EXT_ED_APPEALS_KS1.eb?ebd=0&ebp=10&ebz=3_167696326253