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March 2022

Dear Parent/Carer,

Admission Appeal: Derby Cathedral School

I am sorry to hear that your recent application for a place was refused by Derby City Council’s Admissions department. Your child has been placed on our waiting list because we are oversubscribed.

Should you wish to appeal this decision, we kindly ask that you write a letter to the below address. You have 28 calendar days in which to state your reasons for appealing in writing to the Chair of Governors and return to Derby Cathedral School. This deadline is measured from the date of notification of refusal of a place from Derby City Council.

**FAO Mr Michael Shales**

**Chair of Governors**

**C/O Derby Cathedral School**

**Great Northern Road**

**Derby**

**DE1 1LR**

[**admissions@derbycathedralschool.org.uk**](admissions@derbycathedralschool.org.uk)

Once your appeal documentation is received, an independent panel will hear your case. The appeals panel will then become your primary point of contact in terms of updates on this matter moving forward.

Kind regards,

Mrs L Russell

**Office Manager/PA**