



### **Admissions Appeals Process 2023-24**

Where a student is not offered a place at Knutsford Academy there is an appeal process.

A Parent/Carer must fill in an appeal form and this must be completed and submitted to the Academy within **20 school days** of notification. An appeal form can be downloaded from the admissions page on our website. If you are appealing for more than one child, please complete a separate form for each child.

Appeals must be heard within 40 school days of the deadline for lodging appeals. Appeals will be heard by an independent panel in coordination with Cheshire East.

A “school day” is defined as any day in which the Academy is in session. This means that all weekends, bank holidays and school holidays are not counted. For example, an appeal made following a rejection of a place on national offers day will be as follows:

DATE	PROCESS
<b>1 March 2023</b>	National Offers Day. 1 March counts as school day 1 in the timeline.
<b>15 March 2023</b>	Deadline for parents to accept or decline offers of school places
<b>28 March 2023</b>	Deadline for lodging an appeal. (This is 20 school days from notification).
<b>April 2023 onwards</b>	Appellants will receive at least 10 school days’ notice of the appeal hearing date.
<b>14 June 2023</b>	40 <sup>th</sup> school day from deadline for lodging appeal and last day by which the appeal must be heard.
<b>20 June 2023</b>	Latest date by which written notification of the outcome of any appeal would be sent to appellant within five school days of the appeal hearing.