



## **Admissions Appeals Process 2024-25**

Where a student is not offered a place at Knutsford Academy there is an appeal process. You can see the timeline for this process below.

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.

We would advise you to wait until after March 20<sup>th</sup> for submitting an appeal as you may be offered a place as parents decline their offers. The deadline for appeals to be submitted is March 28<sup>th</sup>.

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:

<b>DATE</b>	<b>PROCESS</b>
<b>1 March 2024</b>	National Offers Day. 1 March counts as school day 1 in the timeline.
<b>15 March 2024</b>	Deadline for parents to accept or decline offers of school places. Waiting lists prepared and vacancies allocated.
<b>28 March 2024</b>	Deadline for lodging an appeal. (This is 20 school days from notification).
<b>April 2024 onwards</b>	Appellants will receive at least 10 school days’ notice of the appeal hearing date.
<b>17 June 2024</b>	40 <sup>th</sup> school day from deadline for lodging appeal and last day by which the appeal must be heard.
<b>24 June 2024</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.