



Appeals Process

If you have not been offered a place at Saint Cecilia's Church of England School, 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. Due to the pandemic, all appeals are currently heard online. Full details will be sent to you with your invitation to the hearing. If you wish to contact the clerk – email: clerk@educationappeals.com

If you wish to appeal, please use [this link](#) to complete the online appeal. Please do not use a London Borough of Wandsworth appeal form or send your appeal form to the Local Authority. Please download the [explanatory booklet](#) about appeals and read prior to completing the appeal form. 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 submit 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.

Please note that the online form will ask you to upload two utility bills dated in the last THREE months. If you do not have access to a scanner, please take two photographs with a mobile phone and upload the photographic files.

The timetable for appeals is as follows:

Last day for submitting appeal forms for a place in Year 7 to start in September 2024	4pm on Tuesday 2 nd April 2024 to guarantee that your appeal will be heard in the first tranche of appeals. Appeals lodged later may not be heard until the second tranche which could be in September 2024. You MUST state the reasons for your appeal and supply any documentary evidence at this stage.
Invitation letter giving details about your hearing will be sent by the Clerk to the Independent Appeal Panel	At least 10 school days before the hearing.
Appeals will be heard on	Monday 10 th June 2024
Any <i>additional</i> or supporting evidence	Closing date is 3 rd June 2024. 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 appeal panel	Due to the high number of appeals held at this time, this may not be sent until up to 2 weeks after the last hearing for the school.
Last day for submitting appeal forms following a refusal for a place mid-term.	20 school days upon receipt of your letter of refusal. You must state the reasons for your appeal and supply documentary evidence at this stage.
Last day for submitting appeal forms following a refusal for a 6 th Form place	4pm on Thursday 29 th August 2024 to guarantee that your appeal will be heard within the first weeks of September. You must state the reasons for your appeal and supply any documentary evidence at this stage. Click here for the 6th form appeal form
Appeal Date	During the month of September 2024.