

If you have not been offered a place at a school of your preference, you are entitled to appeal against that decision to an Independent Appeal Panel. This panel is completely independent of the Local Authority and all schools in Barnet. The appeals will be held at St Catherine's Catholic Primary School which is close to High Barnet Underground Station.

If you wish to appeal, please contact Charlotte Pendry-King at the school. We should advise you that all appeals for years Reception, 1 and 2 are subject to class size legislation. Please read the leaflet about appeals. 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 lodge 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 follow the instructions as to where to send your appeal form. **DO NOT** send your appeal form to Barnet Council.

The timetable for appeals is as follows:-

Last day for lodging appeal forms	4 pm on Tuesday 15 May 2018
Appeals will take place on	Wednesday 6 June 2018.
Invitation letter giving you details about your hearing will be sent by the Clerk to the Independent Appeal Panel	At least 10 school days before the hearing
Any <i>additional</i> evidence or supporting evidence	Wednesday 30 May 2018. You are advised that additional paperwork received on the day of the appeal hearing will <u>not</u> be taken into account.
Letter from the Clerk informing you of the decision of the independent panel	This will be sent 5 school days after the last hearing for all the appeals held for your preferred school has been heard.
In year appeals	These appeals are heard within 30 school days of the appeal form being lodged with the Clerk. Unless you waive this right, you will be given 10 school days' notice of the hearing. Additional evidence must be sent to the Clerk to the panel not later than 5 working days before the hearing. Decision letters are dispatched 5 working days after the hearing.