



Appeals for East Garforth Primary Academy

If your preference for a place at East Garforth Primary Academy has not been met, you can appeal against the decision to an independent appeals panel.

You will need to formally submit an appeal application by completing an appeal application form, available from The Admissions Officer, c/o East Garforth Primary Academy. We will also send you a booklet which explains the appeals process and gives general guidance to applicants. The completed form and any additional information which you wish to be considered by the appeals panel should then be sent to:

Admissions Officer, C/O East Garforth Primary Academy, Aberford Road, Garforth, Leeds, LS25 2HF.

In the case of appeals for the incoming Reception, you must submit your appeal by 18th May 2016 for September 2016 start date applications. Appeals submitted by this date will be heard within 40 school days. Appeals submitted after this date may not be heard by the end of the summer term.

For In-Year appeals (those relating to other than the in-coming Reception), the appeal will be heard no later than 30 school days after receipt of the application. The receipt of all applications will be acknowledged and you will be notified of the date and time of your appeal hearing at least 10 working days before the appeal.

You must ensure that all documentation is submitted in good time for it to be passed on to each member of the appeal panel. Ideally you should include supplementary documentation with your appeal form but, failing that, no later than 7 days before your appeal.

Your appeal papers will be forwarded to the appeals clerk who will confirm the time and date of your appeal once all paperwork has been received. All appeals are held before an independent appeals panel.

Appeals will be heard within 30 school days of receipt of the completed appeal application form.

Following the hearing, decision letters will be sent within five school days of the hearing.

School days are term time only and do not include school holidays. If an appeal is submitted in the holidays the school days deadline will not start until the beginning of the next term e.g. an appeal received in July after schools have closed will not be heard until the new academic term; 'school days' will start from when EGPA reopens in September.

If you have any questions about appeals for the Academy, please contact Tom O'Reilly on 0113 2127119 or call the academy.