



St Robert Southwell Catholic Primary School

Slough Lane, Kingsbury, London NW9 8YD

Timetable – School Admissions Appeals

Reception Class Admissions 2024/2025

Applications for children due to start Reception Year in September 2024 are required to be received by 15 January 2024. If you applied for a school place for your child by this deadline a notification of a place will be sent to you on 19 April 2024.

If you do not receive an offer of a place for your child from a school of your choice, you have the right to appeal. If you wish to appeal, can you please contact the School Office for an appeals application form as soon as possible after receipt of your offer letter. The deadline to return the appeal application is 20th May 2024.

Details of the appeals timetable are provided below.

Offer letters sent out:	19th April 2024
Deadline for appeals:	20th May 2024
On time appeals will be heard by:	8th July 2024

Appeals received after the deadline will be heard by 8th July or 30 school days from the date the appeal is received*

Written notice of individual appeal dates will be provided to parents 10 school days prior to the hearing date.

Submission of additional evidence from parents is required by 12 noon, seven working days prior to the date of the appeal hearing.**

*Appeals received after 20th May potentially may not be heard until the Autumn term as appeals do not take place during school holidays.

**Additional evidence may be evidence by the panel after this time.

In-Year Admissions

Appeals resulting from In-Year admissions will be heard within 30 school days of the appeal being lodged.