

Dear Parent

ARRANGEMENTS FOR APPEALING AGAINST A DECISION NOT TO OFFER A PLACE IN YEAR 7 IN SEPTEMBER 2019

You will be informed on 1st March by your relevant Local Authority of offers of places for Year 7 in September 2019 and we hope that you are happy with the place secured. However, if you applied but have not been offered a place at The Quest Academy for your child to start Year 7 in September 2019, the law entitles you to appeal against that decision to an Independent Appeal Panel if you feel the decision not to offer a place is incorrect. This Panel is completely independent of The Quest Academy and *The Collegiate Trust*. The appeals are held at The Quest Academy.

If you wish to appeal, please download an *Appeal Form* from the academy website <https://thequestacademy.org.uk/> or telephone The Quest Academy on 020 8657 8935 to request a form. This *Appeal Form* must be filled in and returned to the Clerk to *The Collegiate Trust* by 4pm on Tuesday 23 April 2019 – as shown in the table below. (Please note that *The Collegiate Trust* is the Admissions Authority for The Quest Academy). Your *Appeal Form* will not be accepted unless you state the grounds for your appeal.

The timetable for appeals is as follows:

Last day to return your <i>Appeal Form</i> in order to lodge an appeal:	4pm Tuesday 23 April 2019 You MUST state the reasons for your appeal on the form
Acknowledgement of your <i>Appeal Form</i> :	Tuesday 30th April
Any additional or supporting evidence should be submitted by:	Friday 31st May 2019 Any paperwork received on the actual day of the appeal hearing will NOT be taken into account
Letter notifying you of the time and date of your appeal hearing will be sent by:	Friday 7th June 2019
Appeals expected to take place:	Week commencing: - Monday 17th June or Monday 24th June
Letter from the Clerk informing you of the decision of the independent appeal panel:	Within five school working days of the date of your appeal hearing

We recognise that that this is a difficult time for families who wish to make an appeal, and we shall do everything to make this process as easy as possible. If you have any concerns about how to make an appeal, please contact us and we will try to help, although we cannot offer an opinion on the chances of success.

Yours sincerely



Gordon Smith
Chief Executive

Registered Office: The Collegiate Trust

A: Honister Heights Purley Surrey CR8 1EX
T: 03300 100 701
E: admin@tct-academies.org
W: www.tct-academies.org