

Appeals for Entry in September 2023

Parents/carers wishing to lodge an appeal for entry in September 2023 must send a written request for an Appeals Pack to;

Head of Admissions
 The Greenshaw Learning Trust
 Grennell Road
 Sutton
 SM1 3DY

Email: admissionappeals@greenshawlearningtrust.co.uk

Please ensure that you include the following information in all correspondence;

The name of the school for which you are appealing
 Student's name and date of birth
 Parent/Carer's name, full postal address and contact telephone number

Deadlines for lodging appeal forms and supporting evidence for entry in September 2023:

Primary Schools

| Name of School | Deadline for lodging an appeal | Appeals will be heard |
|--------------------------|--------------------------------|---|
| Tweeddale Primary School | Thursday 25th May 2023 | Within 40 school days of the appeals deadline |

Deadlines for lodging appeal forms and supporting evidence for In-Year Applications:

Parents/carers wishing to lodge an appeal following an unsuccessful in-year application must send a written request for an Appeals Pack to;

Head of Admissions
 The Greenshaw Learning Trust
 Grennell Road
 Sutton
 SM1 3DY

Email: admissionappeals@greenshawlearningtrust.co.uk

Please ensure that you include the following information in all correspondence;

The name of the school for which you are appealing
 Student's name and date of birth
 Parent/Carer's name, full postal address and contact telephone number

Notice of the appeal hearing

The Clerk to the Independent Appeals Panel will write to parents/carers with the date, time and location of where an appeal will be held. You will receive at least 10 school days' notice.

Notice of appeal outcomes will be sent within five school days of the hearing wherever possible.