

## Appeals for Entry in September 2024

Parents/carers wishing to lodge an appeal for entry in September 2024 must send a written request for an Appeals Pack to;

Email: [admissionappeals@greenshawlearningtrust.co.uk](mailto:admissionappeals@greenshawlearningtrust.co.uk)

Alternatively, written requests may be sent to;

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

### Please ensure that you include the following information in all correspondence:

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

### Deadlines for lodging appeal forms and supporting evidence for entry in September 2024:

Name of School	Deadline for lodging an appeal	Appeals will be heard
Tweeddale Primary School	Friday 24 <sup>th</sup> May 2024	Within 40 school days of the appeals deadline

## Appeals 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;

Email: [admissionappeals@greenshawlearningtrust.co.uk](mailto:admissionappeals@greenshawlearningtrust.co.uk)

Alternatively, written requests may be sent to;

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

### Please ensure that you include the following information in all correspondence:

- The name of the school and year group for which you are appealing
- Student's full name and date of birth
- Parent/Carer's name, full postal address and 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.