

## **APPEALS TIMETABLE FOR ADMISSIONS FOR THE 2024-25 SCHOOL YEAR**

If an application for a place at Brockington College is unsuccessful (decision letter is issued on 1 March 2024) and the parent or carer of the pupil wishes to make an appeal against this decision, the following timetable relating to the appeal applies:

- a) The parent or carer should access the appeal form and appeal form notes on the Diocese of Leicester Board of Education website, who will organise for an independent panel to hear the appeal. The form should state the grounds for the appeal and be with the Diocese of Leicester by **Friday 12 April 2024**. Please complete and email the appeal form to [OfficeDBE@LeicesterDBE.org](mailto:OfficeDBE@LeicesterDBE.org) or send the appeal form (if you have not already submitted an appeal in writing) to the Clerk to the Appeals Panel, Diocesan Board of Education, St Martins House, 7 Peacock Lane, Leicester, LE1 5PZ.
- b) The appeal hearing will be heard on Wednesday 8 May 2024 (provisional date), depending upon the availability of panel members, if the application is made in the normal admissions round. Late appeals logged by 4 June 2024, will be held on Tuesday 25 June 2024 (provisional date). The appeal hearing will be held within 30 days of the decision date, if it is an in-year application.
- c) Parents/carers will be given notice of the appeal hearing date of at least ten school days.
- d) A decision letter following the appeals hearing will be sent to parents/carers within five school days of the hearing wherever possible.