

ADMISSION APPEALS ARRANGEMENTS 2022/2023

Appeals Timetable in accordance with the School Admissions Appeal Code 2012 and The School Admissions (England) (Coronavirus) (Appeals Arrangements) (Amendment) (No.2) Regulations 2021.

STEP Academy Trust is the admissions authority and the allocation of school places for Westbridge Academy has been delegated to Wandsworth Council's School Admissions Team.

Important Information

If you apply online you will be emailed the outcome of your application on the evening of 19 April 2022 from the London eAdmissions Team. You will also be sent a follow-up notification email from Wandsworth Council if it was not possible to offer your first preference school. This will provide detailed information about the outcome of your application and what do next.

If you apply on a paper form, you will be sent an outcome letter by first class mail on 19 April 2022.

Offers must be accepted or declined by Wednesday 4th May 2022. If you applied online you will need to accept the offer online.

Applicants who are not offered a place at Westbridge Academy will be given a right of appeal, in line with the School Admissions Appeal Code (DfE, 1st February 2012). Clerks Associates UK manage the appeals process on behalf of Westbridge Academy.

Parents/carers may find out general information about the appeals process from their website (<http://www.clerksassociates.co.uk>).

a) Deadline for Lodging Appeals: 6 June 2022.

Appeal forms received within the deadline (6 June 2022) will be heard between during July 2022 (ie within 40 days of the deadline). If you submit an appeal after 6 June 2022, it will not be heard until the start of the academic year in September 2022.

b) appellants will receive at least 10 school days' notice of their appeal hearing date.

c) appellants must submit their additional evidence and the admission authority to submit their evidence at least 12 school days prior to the hearing date.

d) wherever possible decision letters will be sent to appellants within 5 school days of the hearing, or, where multiple appeals for a school are heard on more than one day, within 5 school days of the last hearing day for that school.