

WESTBRIDGE ACADEMY ADMISSION APPEALS ARRANGEMENTS 2023/2024

Appeals Timetable in accordance with the School Admissions Appeal Code 2022

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 Monday 17 April 2023 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 applied on a paper form and have provided an email address, we will email you your application outcome on the evening of 17 April 2023. Otherwise, you will be sent an outcome letter by first class mail on 17 April 2023.

Offers must be accepted or declined by 1st May 2023. 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. 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: June 2023.

Appeal forms received within the deadline will be heard between during July 2023 (ie within 40 days of the deadline). If you submit an appeal after June 2023, it will not be heard until the start of the academic year in September 2023.

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.