



## **Appeals Procedure for Entry to College 2024-25**

If your child has been refused a place at the College, you have the right to appeal against that decision.

As an Academy, Appeals are heard by a special Governors panel called an Appeal Panel.

In the event that the College is oversubscribed the Admissions Policy explains how numbers will be allocated according to the Admissions criteria.

If you are informed by the local Authority that the College has not been able to offer a place to your son, it should make clear the reasons for this. You should think carefully about whether or not you wish to appeal against this decision.

You will need to think about:

- the College's policy for admitting pupils
- and specific reasons it has given for not admitting your child.
- your reasons for wanting your child to attend the College and the strength of your case.

Appeals must be made in writing using the Appeals Form and must set out the reasons on which an appeal is made. Once this is received then you will be contacted with an invitation to an Appeals Panel meeting.

The deadline for receiving Appeals is Friday 29<sup>th</sup> March 2024.

If you require any more information, then please contact the Admissions Officer [admissions@sjc.ac](mailto:admissions@sjc.ac)



## Student Appeals Form 2024

Candidate's Name: .....

### APPEAL AGAINST GOVERNORS' DECISION

I wish to appeal against the decision of the Governors not to offer a place at St. Joseph's College.

I understand that my appeal will be heard by an Appeal Committee.

My reasons are as follows: - *(use additional sheets as necessary)*

When my appeal is heard: *(please cross out whatever does not apply)*

- I wish to appear in person.
- I wish to be accompanied by a friend.
- I wish to be represented by: .....
- I do not wish to be present or represented.

Signed: ..... Date: .....

Applicant's Name: .....

Email: .....

Address: .....

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Please complete and return the Admissions Officer [admissions@sjc.ac](mailto:admissions@sjc.ac) at the College by **9am on Friday 29<sup>th</sup> March 2024**. You will be advised of the day and time of the hearing shortly.