



## **ADMISSION APPEALS ARRANGEMENTS 2021/2022**

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

If you applied online and on time, you will receive an email or text alert telling you when you can log in to find out the result of your application, during the evening of 16 April 2021. You can also view the outcome of your application by downloading the 'ParentComms' App.

### **Important Information**

If your child has been offered a place at your first preference school, you will not be sent an outcome letter. You will be able to access the results of your application online as well as accept or decline the offer made.

You will be sent an email during the evening of 16 April 2021 with the outcome of your application. Please wait until you have received the email before logging onto the Pan London Admissions website.

Offers must be accepted or declined by 30<sup>th</sup> April 2021. If you applied online you will need to accept the offer online.

Applicants who are not offered a place at Park 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 Park Academy.

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

Academy Primary admission appeals to be heard between June and July 2021.

a) Deadline for Lodging Appeals: 27 May 2021.

Appeal forms received within the deadline (27 May 2021) will be heard between June and July 2021 (ie within 40 days of the deadline). If you submit an appeal after 27 May 2021, it will not be heard until the start of the academic year in September 2021.

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.