

Race Leys Junior School has adopted the Warwickshire County Council School admissions appeal procedures. This can be found on the following web address:

<https://www.warwickshire.gov.uk/school-admissions-appeals/appeal-outcome-school-placement/3>

Warwickshire County Council School admissions uses the following timetable for any appeals:

- Your appeal will be acknowledged by letter and email within 5 school days of receipt. If you do not receive an acknowledgement letter within a week of lodging your appeal, contact us on 0845 155 1793 as a matter of urgency.
- Notification of the appeal(s) date will be sent out by email at least 14 calendar days before the hearing.
- Confirmation of the hearing details and the papers relating to your appeal will be sent out to all parties at least 7 calendar days before the appeal.
- We must receive any additional supporting documents at least 7 calendar days before the first day of the hearing for the school you are appealing for irrespective of where you are listed within that hearing. Unfortunately, we will not be able to accept additional information after this date.
- The appeal panel will decide whether or not material submitted after this deadline will be considered, taking into account the amount and its significance and the effect of a possible need to adjourn the hearing. Therefore, we strongly advise you to comply with this deadline.
- The Independent Appeals Panel's decision will be sent to you by email within 7 calendar days of the hearing, where possible.