

## **HOW TO APPEAL**

The deadline for submitting an appeal is Friday 1<sup>st</sup> April 2022 at 4pm but you may submit your appeal from 1st March 2022 onwards.

Please use the following link to the BCP Council website to lodge your appeal

<https://www.bcpCouncil.gov.uk/Schools-and-learning/School-appeals/School-admission-appeals.aspx>

Please read the sections 'How to Appeal' and 'Hearing Information' as they contain very important useful information regarding the appeals process.

It is recommended that you submit any supporting documentation for your case at the same time as completing the appeal form. However, if this is not possible and you have any additional supplementary paperwork or evidence you would like the appeal panel members to have time to read in advance of your child's hearing, it is advisable to upload additional documents to the BCP Council school appeals portal by 4pm on Friday 1<sup>st</sup> April 2022. Any documents delivered after this deadline may not be considered.

The date and time of the Appeal Hearing will be confirmed in writing to you by the School Appeals Team at BCP Council.

In response to the COVID-19 pandemic, appeals are being heard on written submissions only this year.

Please be advised that in order to be fair and remain impartial, we are unable to discuss details of individual cases. If you require any information or clarification regarding the Appeals process please contact the School Appeals Team at BCP Council [schoolappeals@bcpcouncil.gov.uk](mailto:schoolappeals@bcpcouncil.gov.uk) or telephone 01202 118911