



Admission Appeals Policy



1. Appeals should be sent to Diocesan Director of Education, St Martins House, 7 Peacock Lane, Leicester LE1 5PZ. The appeal must be in writing on the relevant form which can be obtained from Mrs Kerry Miller, Diocesan Board of Education, St Martins House, 7 Peacock Lane, Leicester, LE1 5PZ. Email Kerry.miller@leccofe.org
2. Appeals must be made by 30th April in writing on the relevant form, and appeals will be heard during the summer term, within 40 school days of this date. Appeals lodged after this deadline, like appeals for in-year admissions, will be heard within 30 school days of the appeal being lodged. In all cases, appellants will receive at least 10 days' written notice of the appeal hearing. They may submit additional evidence in writing by 12 noon the day before the hearing. Decision letters are sent to the school, DLAT and appellant within 5 days of the hearing.