

Timetable for Admissions and Appeals process

For applications in the normal admissions round Year 7 places for September 2023

Families apply through the Local Authority for a place at West Derby School using the LA equal preference scheme. Following this, the timetable below applies:

Wednesday 1 st March 2023	National Offer Day
Wednesday 1 st March 2023	Local Authority allocation letter/email sent to parents
Wednesday 1 st March to Wednesday 29 th March 2023	APPEALS PERIOD Parents who intend to appeal should contact the school by email to the Clerk to the Trust, Ms McGarry on v.mcgarry@westderbyschool.co.uk If email is not feasible, parents may telephone the school office on 0151 235 1300.
Wednesday 1 st March 2023	Notice of Appeal Forms available from school. NB: in the interests of expedience, the preferred method for sending and receiving appeal forms is electronically by email wherever possible.
Wednesday 29 th March 2023	Closing date for Notice of Appeal Forms to be received by the school. Appeals will be heard within 40 school days of the deadline for appeals being lodged.
Week commencing Monday 5 th June 2023	Appeal Hearings (ten school days' notice of appeal hearing to be given to parents). Appeals are arranged by a company who is completely independent of the school. An Independent Clerk will contact appellants with the date and time. Appeals are heard by an Independent Appeals Panel. NB: appeals will take place remotely via video conferencing, telephone or written statements.
Following the appeal hearing	The Independent Clerk sends decision letters to parents within five school days of the hearing wherever possible