

Timetable for Admissions and Appeals process

For applications in the normal admissions round Year 7 places for September 2024

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:

Friday 1 st March 2024	National Offer Day
Friday 1 st March 2024	Local Authority allocation letter/email sent to parents
Friday 1 st March to Friday 29 th March 2024	APPEALS PERIOD Parents who intend to appeal should contact the school by email to the Clerk to the Trust, Ms McGarry on clerk@westderbyschool.co.uk If email is not feasible, parents may telephone the school office on 0151 235 1300.
Friday 1 st March 2024	Notice of Appeal Forms available from school via email. NB: in the interests of expedience, the preferred method for sending and receiving appeal forms is electronically by email wherever possible.
Friday 29 th March 2024	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 3 rd June 2024	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

Please note:

- When completing your appeal form, you should include as much information as possible. You may continue on a separate sheet if you wish.
- Your grounds for appeal should demonstrate how only West Derby School is a suitable setting for your son and should be all about your child.
- You may attach supplementary documents if you wish, where relevant.