

MONKWICK INFANT SCHOOL – ADMISSION APPEALS

NEW INTAKE ADMISSION APPLICATIONS FOR SEPTEMBER 2025

If you do not receive an offer of a place at your highest preference school, you can appeal against the decision.

- Appeals should be submitted online to the Statutory Appeals Team using the Local Authority website: <https://www.essex.gov.uk/after-your-school-offer/appeals>
- If you are unable to submit an appeal online, please send the appeal form, which can be downloaded from the LA's website or obtained at Appendix A, directly to:
 Statutory Appeals Team
 PO Box 11
 Chelmsford
 Essex
 CM1 1LX
- For applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals.
- For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged.

The relevant appeal dates for 2025 are:

16 April 2025	National Offer Day – parents informed of outcome of application for infant, junior and primary school places for September 2025.
20 May 2025¹	Deadline for submitting appeals.
4 June to 18 July 2025	Appeals heard for those submitted by the deadline and, where possible, for late appeals (last day of term: 18 July 2025) by the Local Authority Statutory Appeals Panel.
September 2025 onwards	Any appeals not heard before 18 July 2025.

After the appeal hearing you will receive a decision letter within five school days of the hearing wherever possible.

WAITING LIST

The waiting list for Monkwick Infant School is maintained by the Local Authority until 31 August 2025. Following that date the waiting list will be maintained by The Sigma Trust.

¹ School Admissions Code states: Admission authorities must set a timetable for organising and hearing appeals that includes a deadline for lodging appeals which allows appellants **at least 20 school days** from the date of notification that their application was unsuccessful

IN-YEAR ADMISSIONS 2025-26

If your application for a place has been refused, you have the right to appeal. For most schools in Essex you can appeal online via the Local Authority's website: <https://www.essex.gov.uk/after-your-school-offer/appeals> You can also download an appeal form from the Local Authority's website.

You will be given a deadline for lodging the appeal which allows at least 20 school days from the date of notification that your application was unsuccessful to prepare and lodge your appeal. The completed appeal form should be sent to: Clerk of the Appeal Panel, PO Box 11, Chelmsford, Essex, CM1 1LX.

On receipt of the appeal form an appeal hearing must be arranged within 30 school days of the appeal being lodged. You will receive at least 10 school days' notice of the date of the appeal hearing. You will be given a reasonable deadline to submit additional evidence in order that the clerk can send the appeal papers to all parties.

After the appeal hearing you will receive a decision letter within five school days of the hearing wherever possible.

NOTICE OF APPEAL FORM

Send to STATUTORY APPEALS OFFICER, PO BOX 11, CHELMSFORD CM1 1LX

Statutory Appeals Team cannot be responsible for forms lost in the post.

What happens to my information?

Essex County Council will use the information you provide to process your application, and contact you regarding it. Your information will not be shared with others unless required to do so by law. For more information explaining how we use your information please see our [privacy policy](#).

Child's full name	
Date of birth	
Sex of child	
School you are appealing for a place at	
Term you are looking at for your child to be admitted	
Appellant's name(s)	
Address for correspondence to be sent to (including post code)	
Telephone contact numbers	(h) (m)
E mail address (can be work or home but the one you use most)	

Representation – please indicate YES only in those boxes that apply to your case

I/We will be attending the appeal to make oral representations (written grounds still required)	
I/We are submitting these written representations only and will not be attending the appeal	
I/We have asked a representative to present the case on my/our behalf If YES please fill in details below	
I/We will be present to accompany our representative	
I/We are agreeable to receiving less than 10 school days' notice of the date of the appeal hearing (may be possible on occasions)	
Will you require the services of an interpreter at this appeal? and if YES, in which language?	
Name, address and status of your representative (if applicable)	
Are there any special requirements you or your representative have which we need to be aware of?	

Grounds of appeal

You must complete this section. Failure to do so will result in your Appeal Form being returned to you.

Signed.....

Date.....

If there is not enough space on this sheet, please continue on additional sheets of A4 size paper, and number and initial the foot of each page please.