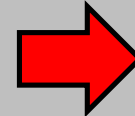


# Diocesan Admission Appeals: Flowchart

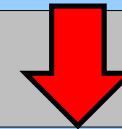
**Parent receives Single Offer Letter from LA which indicates they were NOT offered a place at your school.**

Parents' right to appeal against Governing Body's decision in refusing place for their child(ren) explained.



Parent notifies the LA of their decision to appeal.

LA informs school of parent's decision.



## After contacting Liz...

your school provides parent with:

1. Correct refusal letter indicating why child was not offered a place + 'grounds for appeal'.

DIOCESAN DECISION LETTER MODEL OUTLINES

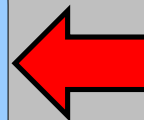
2. Correct Diocesan Appeal Form

DIOCESAN ADMISSION APPEAL FORMS

3. Relevant Appeal Guide

4. **Deadline date\*** for completing their Appeal Form

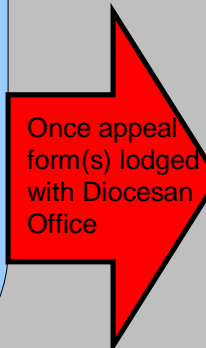
Date must be at least 10 school days from date of posting mailing



**Immediate action**  
School contacts Liz Hodson  
at Diocesan Office

T: 02392 899658

E: [liz.hodson@portsmouth.anglican.org](mailto:liz.hodson@portsmouth.anglican.org)



Your school prepares its written case statement(s)

DIOCESAN STATEMENT OF CASE PRO FORMAS

**IMPORTANT** - submit documentation to Diocesan Office by prescribed date

