

# PRIMARY TRANSFER GROUP APPEAL PROCEDURE

If you have read the guidance on appeals enclosed with your decision letter and have decided that you should still appeal, the procedure is below.

-----

For the following schools you should request an appeal form **from the school itself:**

Glenfield Infant School	Hollybrook Infant School
Ludlow Infant Academy	Shirley Infant School
Townhill Infant school	Freemantle CE Community Academy
Harefield Primary School	Hightown Primary School
Holy Family Catholic Primary School	Kanes Hill Primary School
Springhill Catholic Primary School	St Patrick's Catholic Primary School
Wordsworth Primary School	

Details of their appeals procedures should be on the individual school's website.

-----

If you wish to appeal against a refusal of a place at a **Hampshire** school, please contact the Admissions Team at Hampshire County Council.

You can contact them by email: [admissions.team@hants.gov.uk](mailto:admissions.team@hants.gov.uk) or by phone 0300 555 1377, or by post, giving your child's name, address and date of birth and the school you wish to appeal for a place at, to: County Admissions Team, Children's Services Department, The Castle, Winchester, Hampshire, SO23 8UG.

-----

**For all other infant or primary schools** in Southampton, you should request an appeal form by email to [appeal.school@southampton.gov.uk](mailto:appeal.school@southampton.gov.uk) making sure you give your child's name address and date of birth in the email and clearly stating which school you are appealing for **OR** by post to the Admissions Team, Civic Centre, Southampton SO14 7LY.

The timetable for appeals is as follows:

- Appeals must be lodged by 26 May 2017
- Appeals lodged on time will be heard in June/July and no later than 21 July 2017
- Appeals lodged after 26 May that cannot be added to a scheduled hearing, may not be heard before 21 July 2017. They will then be heard during September

This timetable and additional information regarding appeals are available on the Southampton City Council website.

Please note the appeal is against the refusal of a school place at a school you applied for. It is NOT against the school place that has been offered to you.

You must have made an application for a school and been refused a place in order to make an appeal.

If you wish to appeal against more than 1 refusal you will need to complete a separate appeal form for each school.