

Monday 1st March 2021

Dear Parent/Carer,

Secondary School Allocations 2021

Today you will receive your Year 6 child's Secondary School allocation. I hope you have been successful in being allocated the place you wanted. If you are happy with the allocation you should now accept the place as directed.

If not, DO NOT despair! Here are some suggested steps to make, and things you now need to do:

1. Find out some more information about the school you have been allocated. Look at the website and email or call them to make an appointment to discuss your concerns. What a school looks like on paper and what it is like in real life are two very different things and you may find yourself pleasantly surprised.
2. You have a right to appeal, however you can only appeal on two grounds:
 - a) That they have made a mistake in the allocation, i.e. used the wrong home address etc or
 - b) That the school you have been allocated is unreasonable.
3. If you choose to appeal on the grounds of the allocation being unreasonable, you should state in your appeal form the specific reasons why you want to be allocated your school of choice; NOT why you DON'T want the school you have been given.
4. Are there any special circumstances you believe have not been taken into account? Does your child have additional needs, suffered a recent traumatic event or something else significant that you believe should be taken into account?
5. School can write a supporting letter for your appeal but this will need to be completely factual.

Please do not hesitate to contact school if you need further support.

Yours sincerely,



Mrs A Summerscales
Head of School