

THE STANWAY SCHOOL & COLLEGE – 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.

- The appeal form, which can be downloaded from the school’s website, should be submitted via email to the Clerk to the Local Governance Committee and sent to lgcclerk@stanway.school
- If you are unable to submit an appeal online, please complete and send the appeal form directly to:
 - Clerk to the Local Governance Committee
 - The Stanway School
 - Winstree Road
 - Stanway
 - Colchester
 - CO3 0QA
- 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:

Date	What happens
3 March 2025	National Offer Day - parents informed of outcome of application
31 March 2025 ¹	Deadline for submitting appeals
12 to 14 May 2025	Appeals heard for those submitted by the deadline
Up to 18 July 2025	Appeals heard, where possible, for late appeals (last day of term: 18 July 2025)
September 2025 onwards	Appeals heard for 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 The Stanway School is maintained by the Local Authority until 31 August 2025. Following that date the waiting list will be maintained by The Stanway School.

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. You can appeal online using the appeal form, which can be downloaded from the school's website:

<https://stanway.essex.sch.uk/wp-content/uploads/2022/12/NOTICE-OF-APPEAL-ADMISSION-APPEAL-FORM-2022-23.docx.pdf>

The form should be submitted to the Clerk to the Local Governance Committee and sent via email to lgcclerk@stanway.school or sent to: Clerk to the Local Governance Committee, The Stanway School, Winstree Road, Stanway, Colchester, CO3 0QA.

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.

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.