

ANGEL OAK ACADEMY ADMISSION APPEALS ARRANGEMENTS 2023/2024

Appeals Timetable in accordance with the School Admissions Appeal Code 2022

STEP Academy Trust is the admissions authority and the allocation of school places for Angel Oak Academy has been delegated to Southwark Council's School Admissions Team.

Important Information

Southwark Council no longer sends offer letters by post. Instead, you'll receive an email from eAdmissions after 5pm on 17 April 2023 to confirm your child's offer of a primary school place and provide information on what to do next. If you do not receive this email, check your junk mail folder. If you have still not received the email by 18 April, contact Southwark Council's school admissions team.

You'll also be able to find out the outcome of your application by logging into the [eAdmissions](#) website using your unique user name and password during the evening of 17 April 2023.

Respond to your offer of a school place

Your child's offer will be automatically accepted if you're a Southwark resident and his/her details will be forwarded to the allocated school after 2 May 2023.

This offer of a school place will remain available unless you notify us of any other suitable alternative arrangement for education that has been made for your child. You must notify the school admissions team by [email](#) and include your unique application reference number by 2 May 2023 so that another child may be offered the place.

Applicants who are not offered a place at Angel Oak Academy will be given a right of appeal, in line with the School Admissions Appeal Code. Clerks Associates UK manage the appeals process on behalf of Angel Oak Academy.

Parents/carers may find out general information about the appeals process from their website (<http://www.clerksassociates.co.uk>).

a) Deadline for Lodging Appeals: June 2023.

Appeal forms received within the deadline (June 2023) will be heard between during July 2023 (ie within 40 days of the deadline). If you submit an appeal after June 2023, it will not be heard until the start of the academic year in September 2023.

b) appellants will receive at least 10 school days' notice of their appeal hearing date.

c) appellants must submit their additional evidence and the admission authority to submit their evidence at least 12 school days prior to the hearing date.

d) wherever possible decision letters will be sent to appellants within 5 school days of the hearing, or, where multiple appeals for a school are heard on more than one day, within 5 school days of the last hearing day for that school.