



## Published admissions appeals timeline for September 2025

If your child was not offered a place at Highfields School on the National Offer day (**Monday 3 March 2025**), you have the right to appeal this decision to an independent appeals panel. The deadline for lodging appeals is 20 school days from being notified your application was unsuccessful.

<b>How to lodge an appeal</b>	<p><b>Visit our website and complete the 'Notice of Appeal' form:</b> <a href="https://www.highfields.derbyshire.sch.uk/admissions/">https://www.highfields.derbyshire.sch.uk/admissions/</a> <b>and return via email to:</b> <a href="mailto:admissions@highfields.derbyshire.sch.uk">admissions@highfields.derbyshire.sch.uk</a> <b>or via post to:</b> Admissions, Highfields School, Lumsdale, Matlock, Derbyshire DE4 5NA</p> <p>You will need to return your completed Notice of Appeal by <b>Monday 31 March 2025</b>. Appeals received by this deadline will be heard within 40 school days of the deadline for lodging appeals, where possible, or within 30 school days of the appeal being lodged with the school.</p>
<b>The appeal hearing</b>	<p>For applications made in the normal admissions round, both stages of the appeal will be held during each individual meeting. Our appeals will take place on <b>Tuesday 3 June 2025</b>.</p> <p><b><u>Stage 1</u> - School's case</b></p> <p>The Presenting Officer will give the school's case, the respond to questions from the parent/carer(s) or representative and the appeals panel.</p> <p>Provided the independent appeals panel is satisfied that prejudice has been proven at the end of stage 1, your individual appeal will continue to stage 2.</p> <p><b><u>Stage 2</u> – Parent/Carer(s) case</b></p> <p>Parents/carers will be given the date and time of their individual appeal no less than 10 days before the hearing. Parents/carers or their representative will present the case for the child, then respond to questions from the appeals panel and presenting officer for the school.</p> <p>If you do not have the access to technology, we can organise for you to attend the school and use a meeting room with access to a laptop. Alternatively, your appeal will be conducted using the written evidence that you have provided, and any further evidence can be submitted by email prior to the appeal.</p>
<b>Appeal outcome</b>	Parents/carers will be notified, in writing, <b>within 5 school days of the appeal</b> .