

**Statutory Appeals Panel
P.O. BOX 11
Chelmsford
Essex CM1 1LX**

Telephone: 033301 39899

1 February 2016

RECEIVED

12 FEB 2016

Dear Sir / Madam

ADMISSIONS

Online Appeals System

As you know, ECC provides a Statutory Appeals Service to your school. I am writing to inform you that parents wishing to appeal against a refusal of a place at the school may now do so online.

The link is on the School Admissions page of the Essex County Council website (www.essex.gov.uk/admissions).

Parents/carers who choose to complete an online appeal form will receive an automatically generated e-mail acknowledgement confirming the school for which they are appealing.

The system will also generate an email to the school at the same time, meaning you will receive notification of any appeals earlier than the existing postal method. The email will be similar to the hard copy letter you currently receive. Parents can attach additional information and schools will also receive copies of those documents.

Parents/carers who do not want to complete an online form or are unable to access the internet still have the option to download a hard copy of the appeal form, which can be posted to the Statutory Appeals Team in the normal way. Notes of guidance will also continue to be available in hard copy format.

We hope that this new system will make the process more efficient for both parents and schools.

Please email statutoryappeals@essex.gov.uk if you have any comments or questions.

Yours sincerely

Ann Coldicott
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