

Appeals for Entry to Reception in September 2025

Parents/carers wishing to lodge an appeal for entry to Reception in September 2025 must send a written request for an Appeal Pack by email to: admissionappeals@greenshawlearningtrust.co.uk

Alternatively, written requests may be sent to:

Head of Admissions
The Greenshaw Learning Trust
Grennell Road
Sutton
SM1 3DY

Please ensure that you include the following information in all correspondence;

- The name of the school for which you are appealing
- Student's full name and date of birth
- Parent/Carer's name, full postal address and contact telephone number

Please note that the appeal form must be signed by the person with parental responsibility who made the application for a school place on behalf of the child.

Deadlines for lodging appeal forms and supporting evidence for entry in September 2025:

Name of School	Deadline for lodging an appeal	Appeals lodged on time will be heard
Robinswood Primary Academy	3 rd June 2025	Within 40 school days of the appeals deadline

Appeals for In-Year Applications

Parents/carers wishing to lodge an appeal following an unsuccessful in-year application must send a written request for an Appeals Pack by email to: admissionappeals@greenshawlearningtrust.co.uk

Alternatively, written requests may be sent to:

Head of Admissions
The Greenshaw Learning Trust
Grennell Road
Sutton
SM1 3DY

Please ensure that you include the following information in all correspondence;

- The name of the school for which you are appealing
- Student's full name and date of birth
- Parent/Carer's name, full postal address and contact telephone number

In-Year appeals will be heard within 30 school days of being lodged.

Notice of Appeal Hearings

The Clerk to the Independent Appeals Panel will write to parents/carers with the date, time and location of the appeal. You will receive at least 10 school days' notice.

Notice of appeal outcomes will be sent within five school days of the hearing wherever possible.

Please note appeal hearings do not take place during school holidays.