



“Brookfield Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

### Derbyshire County Council (DCC) co-ordinates our admissions process.

1. Apply to DCC in the usual way.

Derbyshire admissions:

Tel: 01629 537479 Email: [admissions@derbyshire.gov.uk](mailto:admissions@derbyshire.gov.uk)

Link for online application form:

<https://www.derbyshire.gov.uk/education/schools/school-places/changing-schools/changing-schools.aspx>

At present we are FULL in all Year Groups. Due to this you may decide to request appeal documentation at the time of the initial application.

2. DCC will send a ‘full’ letter informing you of this. You may then decide that you wish to Appeal against this decision in order to gain a place.

All Appeals are head by an independent panel with no relationship to the School.

3. You can appeal in one of two ways:

#### **Paper Appeals**

Can come direct to the School. The Appeal can be obtained via our website

#### **Online Appeals**

Via the DCC website:

<https://www.derbyshire.gov.uk/education/schools/school-places/appeals/appeals.aspx>

Appeals will be heard within 30 school days of the Appeal being lodged.

Appellants will receive at least 10 school days’ notice of the appeal hearing, unless the Appellant agrees to waiver their 10 school days’ notice to have the Appeal heard sooner.

The Appeals Clerk will send the School case to Appellants at least five school days prior to the date of the hearing (unless the 10 school days’ notice has been waived).

The deadline for Appellants wishing to submit additional evidence is three clear school days prior to the date of the hearing.

The Appeals Clerk will ensure that decision letters are sent within five school days of the hearing, wherever possible.

If you require any additional information please do not hesitate to contact the School.