



Holy Family Catholic Primary School

Maltings Lane, Witham, Essex.
CM8 1DX



The Rosary Trust: A Catholic Multi Academy

Telephone: 01376 513418
Email: admin@holyfamilyrc.essex.sch.uk
Head Teacher: Mrs Murray

Dear Parent/Carer

14/05/2026

I write with reference to the recent appeal made on behalf of your child for a place at our school.

Hearings are held virtually using Zoom.

Video link using Zoom:

You will need access to a computer/iPad etc. with a web cam and microphone to be able to use this method. An appeal date and time will be set up, and you will be invited to join the live appeal at your given time via a link.

Written:

You could decide that you do not wish to take part in the Zoom hearing in person and instead request that the panel hear your appeal on written evidence only. In this case we would urge you to submit further information and detailed evidence if possible. During the Zoom video conference hearing, the independent Clerk will read out your written case on your behalf.

Any additional written information which you wish to submit for the panel to take into consideration to support your lodged appeal (irrespective of the method being used) should be provided to me by click to select date Please email this to me at admin@holyfamilyrc.essex.sch.uk

Please remember that unless your circumstances substantially change, you are only permitted to make an appeal once for any school year. This means that if your appeal is unsuccessful then you would not be able to appeal again until the beginning of the next academic year.

The date for our appeal hearing via ZOOM is 1st of July 2026 at 2:45pm.

Further information will be sent to you by the Clerk to the Independent Appeal Panel nearer to click to select date of the appeal hearing giving you details of the timing of your required attendance if joining the Zoom video conference. Before the day of the hearing, you will receive by email an invitation to the Zoom hearing which contains a link. You click on that link and it takes you to the Zoom website to join the meeting.

Yours sincerely

Mrs Murray

Headteacher

“Living, Loving, Learning Together with Jesus”

