

# **SCHOOL ADMISSION APPEALS PROCEDURE FOR YEAR 7 SEPTEMBER 2018 ADMISSIONS**

Before completing the appeal form we strongly advise that you read through the School Admission Appeals Booklet.

If you decide to appeal you will need to:

- \* Fill in sections 1 to 3 of the appeal form
- \* Return the form by the deadline of the **12<sup>th</sup> April 2018**

**National Offer Day 1<sup>st</sup> March 2018**



**12<sup>th</sup> April 2018**

Deadline for you to return your school admission appeal form if you wish to appeal for a school place that you were refused.



**Appeals will be heard within 40 School Days**

- Each appellant will receive at least 10 School days' notice of their appeal hearing, unless the appellant wishes to waive this right by ticking the appropriate box on the appeal form
- Any additional evidence must be received by the final deadline which is 7 days before the Appeal Hearing. Consideration at the hearing of any information or evidence received after that date will be at the discretion of the Panel.
- Decision letters are sent within 5 school days' of the hearing wherever possible.

**For applications received after 31<sup>st</sup> October but before 23<sup>rd</sup> March 2018**



**Offers made by 4<sup>th</sup> May 2018**



**Appeal forms must be received by 11<sup>th</sup> June 2018**



**Appeal will be heard within 30 school days**

**For applications received after 5<sup>th</sup> May 2018**



**Appeals will be heard within 30 school days** of receipt of the appeal form as per the in-year appeal timetable.

You can contact the School Appeal Co-ordinator by -

**Post** – PPC402C

Admissions and Entitlements Team

County Hall

Taunton

Somerset

TA1 4DY

**Tel** – 0300 123 2224

**E-mail** – [schoolappealcoordinator@somerset.gov.uk](mailto:schoolappealcoordinator@somerset.gov.uk)