



## QUEENS' SCHOOL

### SCHOOL ADMISSION APPEALS TIMETABLE

If you have not been offered a place at Queens' School, the law entitles you to appeal against that decision to an Independent Appeal Panel. This panel is completely independent of the school and the Local Authority.

#### **In year appeals**

Appeals resulting from in year admission applications will be heard within 30 school days of the appeal being lodged.

#### **September 2018 Entry: Secondary Transfer**

<b>Allocation day</b>	<b>Appeals lodged by</b>	<b>Appeals to be heard between</b>
1 <sup>st</sup> March 2018	29 <sup>th</sup> March 2018 by 4pm*	30 <sup>th</sup> April – 15 <sup>th</sup> June 2018

- Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date.
- Appellants will be sent notification of their appeal hearing at least 10 clear school days in advance of the hearing.
- Appellants will be sent a copy of the school's case 7 working days in advance of the hearing.

#### **\*Additional supporting information**

If an appellant wishes to submit further evidence, which was not included with their initial appeal, they should ensure this is received at least 7 clear working days, not counting the day of postage or the hearing, in advance of your appeal.

Only a short document, such as a doctor's letter not previously available, will be accepted up to 4 clear working days prior to the hearing. Any additional evidence or information received after this deadline will not be circulated and may not be considered at the hearing.

#### **Hertfordshire residents**

Log in to the admissions system and "register an appeal online" if your child is not offered a place at any of your preferred Hertfordshire schools. [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals)

**Out of county residents and paper applicants**

To appeal for a Hertfordshire school, call us on 0300 123 4043 for your registration details. Then you can log in to the appeals system to appeal.

**Guidance for parents: School Admissions Appeals Panel**

<https://beta.hertfordshire.gov.uk/media-library/documents/schools-and-education/appeals/school-admissions-appeals-panel-parent-guidance-2017.pdf>