

SCHOOL ADMISSION APPEALS PROCEDURE FOR YEAR 7 SEPTEMBER 2017 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 **29th March 2017**

National Offer Day 1st March 2017



29th March 2017

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 31st October but before 24th March 2017



Offers made 5th May 2017



Appeal forms must be received by 6th June 2017



Appeal will be heard within 30 school days

For applications received after 5th May 2017



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