



Blenheim

Admissions Appeals Policy 2019

Committee: Community

Date Published: January 2019

Review Date: September 2019

www.blenheim.surrey.sch.uk

The aim of the appeals' process is to ensure it is as simple and straightforward as possible for all concerned.

Procedure

1. If an application is rejected, parents/carers will be invited to put their child's name on a Waiting List and explained their right to formally appeal to an Independent Appeal Panel.
2. The format for appealing will be as follows:
 - A letter will be sent to each parent stating that the school is full and that their child's name may be placed on a waiting list but in the meantime they have the right to appeal. In the event that an application is being made for a new Year 7 place, an appeal timetable will be published by the school.
 - Appeals lodged by the appeal deadline will be heard within 40 school days or 30 school days of being lodged, whichever is the later date. If the appeal is for an In-Year place, the appeal will be heard within 30 school days of being lodged.
 - Appellants will be sent notification of their appeal hearing at least 10 school days in advance of the hearing.
 - Appellants will be sent a copy of the school's case 7 clear working days in advance of the hearing.
 - If an appellant wishes to submit further evidence which was not included with their initial appeal, they must make sure that it is received no later than 5pm on the day preceding 3 clear working days prior to the appeal hearing date.
 - Any additional evidence or information received after this date might not be considered at the appeal hearing. The Appeal Panel must decide whether it should be considered taking into account its significance and the effect of a possible need to adjourn the hearing.
 - Appeals papers will be sent to parents outlining their rights and giving them some general information intended to make the process less intimidating.
 - A date will be set for any appeals.
 - The Appeals Panel will make their decision known and the family will be informed within 48 hours after all the appeals for the year group have taken place.
 - The school will abide by the decision of the Appeals Panel.

Timetable for 2019 Appeals for Year 7 entry

September 2019 entry

Appeals resulting from year of entry or transfer applications for admission in September 2019 will be heard according to the following timetable:

School	Offer	Appeals lodged by	Appeals to be heard by
Blenheim	1 March 2019	29th March 2019	18 June 2019 (40 School days)

NB: Appeals will not start being heard until after the relevant closing date has passed.