



Blenheim

Admissions Appeals Policy 2022

Committee: Community, Achievement and Learning (CAL)

Date Published: February 2021

Review Date: November 2021

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 will not start being heard until after the relevant closing date has passed. Appeals lodged after the deadline for appeals will be heard within 40 school days of the deadline for lodging appeals where possible, 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 2022 Entry Appeals for Year 7 entry

September 2022 entry

Appeals resulting from year of entry or transfer applications for admission in September 2022 will be heard according to the following timetable:

School	Offer	Appeals lodged by	Appeals to be heard by
Blenheim	1 st March 2022*	29 th March 2022*	16 th June 2022 (40 School days)*

*Dates maybe subject to change following any updates to the Government Admissions / Appeals Code

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

For more information, please visit <https://www.surreycc.gov.uk/schoolappeals>