



St Matthew's Church of England Primary School

Appeals Timetable - September 2021 Entry

Offers of places resulting from an application for admission in September 2021 will be issued on **16th April 2021**. If you wish to appeal against a decision of the governing body not to allow a place for your child, it must be lodged with the Surrey Schools Appeals Service by **17th May 2021**.

In the first instance, you should notify the school office who in turn will notify the Surrey Schools Appeals Service. The Appeals Service will send you the relevant appeal form and detailed guidance notes which should be returned to the Appeals Service by **17th May 2021**.

The appeal will be heard by an independent Appeal Panel by **19th July 2021** (i.e. within 40 school days of the deadline for appeals).

The Appeal Panel will consist of three people who are independent of both the school and the local authority and who are all trained to rigorous standards. Each appeal hearing has an independent clerk who is present to ensure that the appeal is conducted fairly whilst recording the proceedings. The whole appeal process adheres to the School Admission Appeals Code published by the Department for Education.

You will be sent notification of your appeal hearing at least 10 clear school days in advance of the hearing.

You will be sent a copy of the school's case 7 clear working days in advance of the hearing.

If you wish to submit further evidence, which was not included in your initial appeal, you must make sure that it is received no later than 5:00pm on the day preceding three 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 will decide whether it should be considered taking into account its significance and the effect of a possible need to adjourn the hearing.

An appeal lodged after **17th May 2021** will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date.

In-year or Immediate Entry Appeals

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

Please note that some of these deadlines and the process for hearing appeals may change depending on the national situation as a result of Covid-19. You will be informed on a case by case basis.