

## Mayfield Grammar School, Gravesend

### Admission Appeals Timetable, September 2018-2019

#### Appeals for entry to Year 7 – Academic Year 2019-2020

**1<sup>st</sup> March 2019.** The offer of a place in a school will be given.

**29<sup>th</sup> March 2019.** This is the date by which an appeal should be submitted to this school for a place if you do not want the one you have been allocated. Your appeal may be submitted any time after **1<sup>st</sup> March 2019** so that the Independent Appeals Administrator will be able to give you the date of your appeal as soon as possible. You do not have to give the full details regarding your appeal at this stage and may choose to submit them once you are given all the information regarding the process. However, you will have registered in the system your intention to appeal.

#### **Provisional dates for Year 7 appeals**

For those parents that are awaiting details of the arrangements for appeal hearings in June 2019 please note that the Clerk to the Appeals Panel will be writing to you no later than 10 school days before your appointment to provide you with the details. Your appointment is likely to be arranged for one of the following dates: -

Monday	3 <sup>rd</sup> June 2019
Tuesday	4 <sup>th</sup> June 2019
Thursday	6 <sup>th</sup> June 2019
Monday	10 <sup>th</sup> June 2019
Tuesday	11 <sup>th</sup> June 2019
Thursday	13 <sup>th</sup> June 2019

The Appeals Administrator plans to timetable appeal hearings as soon as a request is received and so you are kindly asked to let the school know if any of the above dates are not convenient. Your appeal should state your reasons for your request and any additional information/documentation/appendices should be submitted at least five clear school days before the appeal to allow time for it to be copied and distributed to all the interested parties. At least 10 working days before your appeal, unless you choose to waive this right, you will be sent detailed information regarding the process and also the date, time, place and names of the independent panel members who will hear the appeal.

*The school is unable to guarantee that any original work/evidence/folders, submitted as part of the appeal, will be returned. Appellants may wish to submit copies in advance and then take important original documents verifying evidence to the appeal.*

*Appellants are respectfully asked to note that an excessive amount of supporting evidence should not be necessary. Guidance regarding this matter will be given once the appeal has been submitted.*

If appeals are submitted after 29<sup>th</sup> March 2019 they will be heard within 40 school days of the request being submitted late.

Decision letters are sent, wherever possible, within five school days of the hearing. If you have any queries regarding appeals, then please contact either Miss S Etherington, Admissions Officer or Mrs G Redmayne, Admissions Manager at the school who will be able to help you.

### **“In Year” or immediate entry appeals**

Appeals submitted following In Year Admission applications will be heard within 30 school days of submitting the request.

Your appeal should state your reasons for your request and any additional information/documentation/appendices should be submitted at least five clear school days before the appeal to allow time for it to be copied and distributed to all the interested parties. At least 10 working days before your appeal, unless you choose to waive this right, you will be sent detailed information regarding the process and also the date, time, place and names of the independent panel members who will hear the appeal.

Decision letters are sent, wherever possible, within five school days of the hearing.

### **Sixth Form appeals**

GCSE results must be confirmed prior to an appeal being submitted. Appeals will be heard within 30 school days of submitting the request.

Your appeal should state your reasons for your request and any additional information/documentation/appendices should be submitted at least five clear school days before the appeal to allow time for it to be copied and distributed to all the interested parties. At least 10 working days before your appeal, unless you choose to waive this right, you will be sent detailed information regarding the process and also the date, time, place and names of the independent panel members who will hear the appeal.

Decision letters are sent, wherever possible, within five school days of the hearing.