



CHATHAM & CLARENDON GRAMMAR SCHOOL

APPEAL TIMETABLE 2025/2026 for appeals received by 27th February 2026

ALL APPEALS

- Details on how to request an appeal will be included with the admission decision letter from the School, or Year 7 offer letter from the Local Education Authority (KCC).
- You should state your reasons, why you consider the School's decision to not admit your child is incorrect, along with all the evidence you wish the panel to consider at the time of requesting an appeal hearing. It is important that you include any information that you feel would support your case as the Panel will not be able to consider evidence if it is not submitted.
- All those who request an appeal will be allocated an appeal hearing.
- Appeal hearings will be arranged as soon as possible, and within the legal time frames.
- All hearings will be virtual unless you can demonstrate an equality consideration that prevents you from accessing the hearing virtually. Please email registrar@ccgrammarschool.co.uk with your request, including reasons, and adjustments required, for an alternative format to the hearing as soon as possible
- You will be emailed with the date and time of the appeal hearing at least 10 school days before. A computer link to all the information received, including the school case, will be provided which you should check to ensure everything has been included. You will also be given a limited opportunity to upload further information, which was not available at the time of requesting your appeal.
- Following your appeal hearing, decision letters will be emailed, by the Clerk to the Panel, within 5 school days of each appeal hearing; should there be more than 1 appeal for the same school year then all decision letters will be sent out within 5 days from the date of the last relevant appeal heard.

APPEALS FOR YEAR 7 ADMISSION SEPTEMBER 2025

For applicants who put us as a preference on their SCAF (Secondary Common Application Form) in October 2024.

Appeal Application Deadline (guaranteed appeal in May 2025): Monday 31st March 2025

In order to meet this deadline, you **MUST** submit, a completed appeal form and your case (evidence) by the end of the school day on Monday 31st March to Mrs Hurrell, by email registrar@ccgrammarschool.co.uk Full details and other relevant documents can be found on the school website ccgrammarschool.co.uk Admission page.

- Appeal hearings will take place from **Monday 12th May to Friday 16th May**

Appeal Applications received after Monday 31st March 2025

To include applicants who have missed the deadline AND applicants who did **NOT** put us as a preference on their SCAF (Secondary Common Application Form) in October 2024 but have subsequently, on or after 24th April 2025, made a new application to us and received the admission decision letter, not to admit. All efforts will be made to include these within the appeal dates in May but this cannot be guaranteed and may require the applicant declining the right to 10 school days notice. Any applicant unable to be included with the May appeals will be given an appeal date within 30 school days from their appeal being lodged.

APPEALS FOR IN YEAR ADMISSION

All appeals will be arranged within 30 school days of an appeal being lodged with the applicant being given at least 10 school days notice. Applicants may give up their right to 10 school days notice where an earlier appeal date is available.

APPEALS FOR SIXTH FORM ADMISSION SEPTEMBER 2025

For lodging appeals by applicants who applied to the Chatham & Clarendon Grammar School Sixth Form and were unsuccessful in obtaining a place

- Appeals lodged by applicants, who received a conditional offer but did not meet examination result requirements, will be heard within 30 school days of confirmation of the results being received if the date of lodging their appeal allows.
- All other appeals will be heard within 30 school days from lodging their appeal.