



CHATHAM & CLARENDON GRAMMAR SCHOOL

APPEAL TIMETABLE 2023/2024

For appeals received between 28th February 2023 and 27th February 2024.

ALL APPEALS

- Details on how to appeal will be included with the admission decision letter from the School, or Year 7 offer letter from the Local Education Authority (KCC).
- The school will acknowledge the request for appeal and direct the KCC Appeals Service to organise an appeal as soon as possible; all administration for the hearings will be sent directly by the Appeal Service to appellants adhering to all the School Admission Appeal Code deadlines.
- All appellants will be given the opportunity to upload any further evidence not able to be submitted at the time of lodging the initial appeal request before the appeal hearing.
- Decision letters will be sent, by the KCC Appeals Service, 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 within 5 days from the date of the last relevant appeal heard.
- An appeal is likely to be virtual or in person depending on the most suitable provision available. If necessary, appeals will be completed following any Social Distancing measures in place at time of appeal.

APPEALS FOR YEAR 7 ADMISSION SEPTEMBER 2023

For applicants who put us as a preference on their SCAF (Secondary Common Application Form) in October/November 2022 and to be guaranteed a hearing in May 2023:

Appeal Application Deadline is Tuesday 28th March 2023

- In order to meet this deadline you need to submit a completed appeal form by email **ONLY and attach your full case for the appeal**, by the end of the school day on **Tuesday 28th March 2023** to Mrs Hurrell, at registrar@ccgrammarschool.co.uk DO NOT SUBMIT ANYTHING BY POST or IN PERSON. If you cannot access online please contact Mrs Hurrell at the school as soon as possible.

It is expected that the Appeal hearings for those received by the deadline will take place in late May, you will receive an email from the Appeal Panel Administrator with the details and opportunity to upload any further evidence not able to be submitted by 28th March. It is likely that we will hold a meeting before the individual hearings to present the School Case to all appellants details for this meeting will be advised by the KCC Appeals Service.

Appeal Applications received after Tuesday 28th March 2023

To include applicants who have missed the deadline of 28th March 2023 AND applicants who did **NOT** put us as a preference on their SCAF (Secondary Common Application Form) in October 2022 but have subsequently made an application to us and received the admission decision letter, not to admit.

- All efforts will be made to include these within the appeal hearing dates in May **HOWEVER** this **cannot** be guaranteed and may require the applicant declining the right to 10 school days' notice. Any applicant unable to be included at that time 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 choose to waive/give up their right to the notice where an earlier appeal date is available and offered.

APPEALS FOR SIXTH FORM ADMISSION SEPTEMBER 2023

- 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.