



CHATHAM & CLARENDON GRAMMAR SCHOOL

APPEAL TIMETABLE 2024/2025

For appeals received between 28th February 2024 and 27th February 2025.

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).
- An appeal hearing will be virtual, via Microsoft Teams. Where a parent can demonstrate an equality concern that prevents them from accessing the hearing under this format, having no reasonable support to do so, consideration will be given for a face-to-face hearing. Details on how to request this and the supporting evidence required will be included in the appeal hearing date notification. Please contact Mrs Hurrell if you would like further information at registrar@ccgrammarschool.co.uk
- The school will acknowledge the request for appeal and direct the KCC Appeals Service to organise an appeal as soon as possible; all administration, including notification of the appeal hearing date, will be sent direct by the Appeal Service to appellants adhering to 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.

APPEALS FOR YEAR 7 ADMISSION SEPTEMBER 2024

- Full details on how to appeal, including appeal form and generic information can be found on the Admission page of the school website: ccgrammarschool.co.uk
- For applicants who put us as a preference on their SCAF (Secondary Common Application Form) in October 2023 and to be guaranteed a hearing by 17th June 2024 the **Appeal Application Deadline is Thursday 28th March**. 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 **28th March** to registrar@ccgrammarschool.co.uk PLEASE DO NOT SUBMIT ANYTHING BY POST or IN PERSON. If you cannot access online, please contact Mrs Hurrell on 01843 591075 Chatham House Site as soon as possible.
- For Appeal Applications received after Thursday 28th March AND for those who did **NOT** put us as a preference on their SCAF (Secondary Common Application Form) in October 2023 but have subsequently made an application to us and received the admission decision letter, not to admit. All efforts will be made to hear these by 17th June **HOWEVER** this **cannot** be guaranteed and may require the applicant declining the right to 10 school days' notice. All applicants 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 2024

- 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.