



## Appeals Timetable

### In year or immediate entry admission appeals

If you wish to appeal against a decision not to offer your child a place at Sandcross Primary School or Hatchlands Primary School, you should request an appeal form from Surrey Schools Appeals Service, the independent body which organises admissions appeals on behalf of Everychild Trust. You can either email: [surrey.schoolappeals@surreycc.gov.uk](mailto:surrey.schoolappeals@surreycc.gov.uk) or call them on: 020 8541 8092. They will also provide comprehensive guidance notes.

Appeals resulting from in year admission applications will be heard within 30 school days of the appeal being lodged. All appeals are heard by an independent admission appeal panel in accordance with the School Admission Appeal Code.

### Everychild Trust admission appeals for September 2022

Your local authority will tell you which school is offering a place for your child on National Offer Day, 19<sup>th</sup> April 2022. If you wish to appeal against a decision not to offer your child a place at Sandcross Primary School or Hatchlands Primary School, you must lodge your appeal **by 18<sup>th</sup> May 2022** in accordance with the timetable for 2022 admissions appeals below.

### Admission appeals timetable for September 2022 entry

| Offer Day                   | Appeals to be lodged by   | Appeals to be heard by                      |
|-----------------------------|---------------------------|---------------------------------------------|
| 19 <sup>th</sup> April 2022 | 18 <sup>th</sup> May 2022 | 20 <sup>th</sup> July 2022 (40 School days) |

NB: Appeals will not start being heard until after the closing date has passed. Appeals lodged after this date will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date.

| Timetable for notice of hearing and submission of evidence:                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| At least 10 clear school days in advance of the hearing                                           | Surrey Schools Appeals Service will send you notification of your appeal hearing date.                                                                                                                                                                                                                                                                                                                                                                         |
| At least 7 clear working days in advance of the hearing                                           | Surrey Schools Appeals Service will send you a copy of the school's case.                                                                                                                                                                                                                                                                                                                                                                                      |
| No later than 5pm on the day preceding three clear working days prior to the appeal hearing date. | If you wish to submit further evidence which was not included with your initial appeal, you must make sure that it is received by Surrey Schools Appeals Service by this deadline. Any additional evidence or information received after this date might not be considered at the appeal hearing. The Appeal Panel would decide whether it should be considered taking into account its significance and the effect of a possible need to adjourn the hearing. |