



# Parkstone Grammar School



## APPEALS TIMETABLE

Parents whose application for their child to be considered for admission to the school is unsuccessful have a right of appeal to an independent Admissions Appeals Panel. In the first instance, they are invited to contact the school to discuss their dissatisfaction. If they remain dissatisfied, they will be given details of the formal appeals procedures and the relevant forms to complete. It must be remembered that for the appeals process to be valid an application to the school must have been made according to the following arrangements:

- submitting on time a valid “Registration for Testing” form;
- the applicant taking all components of the entrance tests;
- placing Parkstone Grammar School on the application form submitted to the Local Authority (if applying for entry into Year 7).

### School places – Year 7 – September 2019

<b>Friday 1 March 2019</b>	Offer letters posted to parents/carers on National Offer Day by Local Authority
<b>Friday 15 March 2019</b>	Deadline for acceptance of offer by Parent/Carer
<b>Tuesday 2 April 2019</b>	Deadline for lodging an on-time admission appeal
<b>Between Tuesday 7 May &amp; Monday 24 June</b> (excluding 27-31 May 2019)	Appeal Hearing Dates

### GENERAL

- Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date.
- You will receive at least 10 school days’ notice of your appeal hearing date. School days do not include school holidays, inset days, bank holidays or weekends.
- Appeals are normally heard during the daytime on weekdays and are not normally heard in school holidays. Where there are a number of parents all appealing for places at the same school, the hearings may go over a number of days.
- The school’s case will be dispatched to you and the Panel members at least 5 working days before the start of the appeal hearing.
- Additional evidence may be submitted up to 5 working days before the hearing
- Any additional evidence received after this date might not be considered at the appeal hearing. The Appeal Panel must decide whether it should be considered taking into account its significance and the effect of a possible need to adjourn the hearing.
- Following the hearing, decision letters will be sent, where possible, within five school days of the end of the hearing.
- Appeal hearings for in-year places will be heard within 30 school days of the appeal being lodged.