

## Admission Appeals for Coombe Boys' School

### Appeals Timetable for Entry to Year 7 in September 2018

#### 1<sup>st</sup> March 2018: National Offer Day

If a parent wishes to appeal against the decision not to offer their child a place at Coombe Boys' School, they should contact the School Office to request an appeal form.

**29<sup>th</sup> March 2018:** Deadline for appellants to have returned their appeal forms to the Surrey County Council Appeals Service (who organise the appeals for Coombe Boys' School), lodging an appeal.

School statement and appellants appeal forms will be sent to all parties (appellants, the school, panel members and clerk to the panel) at least 7 working days prior to the appeal hearing.

Having received the papers, the appellants and the school have the opportunity to present any additional evidence. Any additional evidence, which was not included with their initial appeal, must be received no later than 5.00pm on the day preceding three clear working days prior to the appeal hearing date. If received after that date the additional evidence may not be considered by the Panel.

**18<sup>th</sup> June 2018:** All appeals will have been heard by this date. Appeals will be held at the Surrey County Council building in Kingston.

#### Appeal Timetable for all other applications

An appeal will be heard within 40 school days of an appeal having been lodged. School statements and appellants appeal forms will be sent to all parties (appellants, the school, panel members and clerk to the panel) at least 7 working days prior to the appeal hearing. Having received the papers, the appellants and the school have an opportunity to present additional evidence, but that additional evidence must be received at least 3 clear working days prior to the appeal hearing. If received after that date they may not be considered by the Panel.