

TUNBRIDGE WELLS GIRLS' GRAMMAR SCHOOL

APPEALS PROCEDURE

Any parent who has been refused a place for their daughter at Tunbridge Wells Girls' Grammar School has a right to appeal against this decision, in accordance with section 2 of the School Admission Appeals Code.

Appeals for Year 7 Admission September 2019

Parents who wish to lodge an appeal should download the appropriate appeal form from Kent County Council's website at www.kent.gov.uk/secondaryadmissions or request a copy by telephoning The Admissions Team at KCC on 03000 416678. Parents are asked to lodge their intention to appeal by **29th March 2019** via the completion of this appeal form.

The final deadline for submitting all relevant supporting documentation for all appeals for Year 7 2019 is **12 noon, Friday 5th April 2019**. This information should be sent directly to the school, clearly marked '**APPEALS**' for the attention of The Clerk to the Governors, Tunbridge Wells Girls' Grammar School, Southfield Road, Tunbridge Wells, Kent TN4 9UJ. If parents have additional paperwork after this date that they wish to be considered within their appeal, they should contact the school as a matter of urgency. In accordance with the Appeals and School Admissions Codes, any additional paperwork submitted after this date will be accepted by the panel but there is a risk that the proceedings might have to be adjourned.

Appeals will be heard between the dates of **13th to 20th May 2019** at The Salomon's Estate, Tunbridge Wells. Parents will be contacted individually with the date and time of their hearing; this will be at least 10 school days prior to the appeal date.

Parents will be notified of the outcome of their hearing by the Clerk to the Appeal Panel within 5 working days of all the appeals being heard. Following a successful appeal the offer of a place will be confirmed by Tunbridge Wells Girls' Grammar School.

In Year Admission Appeals Academic Year 2018-2019

Parents who wish to lodge an appeal against the refusal of a place at Tunbridge Wells Girls' Grammar School for an In-Year Admission should write to The Clerk to the Governors, Tunbridge Wells Girls' Grammar School, Southfield Road, Tunbridge Wells, Kent TN4 9UJ, clearly marked 'APPEALS' with their reasons for their appeal.

Appeals will be heard within 30 school days of the appeal being lodged; parents will be notified of the date, time and venue of the appeal 10 school days prior to the appeal; and of the outcome of the appeal within 5 working days of the appeal being heard.

Sixth Form Admission Appeal September 2019

Where the offer of a place is conditional upon the pupil meeting the entry requirements, the appeal will be heard within 30 school days of the refusal of a place (upon confirmation of examination results); parents will be notified of the date, time and venue of the appeal 10 school days prior to the appeal; and of the outcome of the appeal within 5 working days of the appeal being heard.