



# **SCHOOL ADMISSION APPEALS TIMETABLE**

## **In Year Appeals**

Appeals resulting from in year admission applications will be heard within 30 school days of the appeal being lodged

## **September 2019 Entry**

Appeals resulting from secondary transfer and under 11's applications for admission in September 2019 will be heard according to the following timetable:

	<b>Allocation day</b>	<b>Appeals lodged by</b>	<b>Appeals to be heard between</b>
<b>Secondary Transfer</b>	<b>1 March 2019</b>	<b>4pm on 29 March 2019</b>	<b>3 May – 21 June 2019</b> (excluding 27 – 31 May)

- Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, which ever is the later date.
- Appellants will be sent notification of their appeal hearing at least 10 clear school days in advance of the hearing.
- Appellants will be sent a copy of the school's case 7 working days in advance of the hearing.

## **Additional Supporting Information**

If an appellant wishes to submit further evidence, which was not included with their initial appeal, they should ensure this is received at least **7 clear working days**, *not counting the day of postage or the hearing*, in advance of your appeal.

Please remember that any confidential medical/social evidence submitted to the Admission Authority (AA) in support of your application will not be provided to an appeal panel. If you wish to rely on this in support of your appeal you will need to submit this documentation to the appeals team.

Only a short document, such as a doctor's letter not previously available, will be accepted up to 4 clear working days prior to the hearing. **Any additional evidence or information received after this deadline will not be circulated and may not be considered at the hearing.**



## **CONTINUING INTEREST DATES – SECONDARY TRANSFER**

<b>DATE</b>	<b>EVENT</b>
<b>1 – 15 March 2019</b>	<p>Continuing interest lists are created.</p> <p>Applicants that didn't get any higher preference schools will automatically go on the list for those schools.</p> <p>Parents or carers should confirm this with schools responsible for their own admissions, however, please note that if WGGs is a higher preference school than the place offered, you will be automatically rolled onto our Continuing Interest List.</p>
<b>1 – 8 March 2019</b>	<p>Continuing interest applications open.</p> <p>You can add new school preferences for <b>some</b> Hertfordshire schools for the first continuing interest run. Information will be available online from 1 March 2019.</p>
<b>15 March 2019</b>	<p>Last date for accepting the place offered.</p> <p>Online applicants must accept the place online.</p> <p>Paper applicants should return their response form to the Admissions and Transport team.</p>
<b>18 – 22 March 2019</b>	<p><b>First continuing interest run.</b></p> <p>We'll contact you with an offer of a new school place, if you're successful at the first continuing interest run.</p>
<b>25 March – 5 April 2019</b>	<p><b>Continuing interest applications open again.</b></p> <p>WGGs will now accept new applications for the second continuing interest run.</p>
<b>29 March 2019 (4pm)</b>	<p><b>Last date to register an appeal.</b></p>
<b>5 April 2019</b>	<p>Last date to register a change of preferences or for new applications to be added for the second continuing interest run.</p>
<b>22 – 26 April 2019</b>	<p><b>Second (and final) continuing interest run.</b></p> <p>We'll contact you with an offer of a new school place, if you're successful at the second continuing interest run.</p>



DATE	EVENT
<b>May – August 2019</b>	If school vacancies occur, places will be filled from remaining continuing interest lists.
<b>3 May – 21 June 2019</b>	School place appeals take place during this period.
<b>19<sup>th</sup> July 2019</b>	<p>We will retain our continuing interest lists for all criteria under which your daughter qualifies until the end of the 2019/2020 academic year. If you are no longer interested in a place at WGGSS, please let us know by email to <a href="mailto:admissions@watfordgirls.herts.sch.uk">admissions@watfordgirls.herts.sch.uk</a>.</p> <p>At the end of July 2020, to retain your continuing interest, you will need to make an in year application as the existing continuing interest list will be erased at the end of the academic year.</p> <p>The School will email Year 7 parents in this regard in <b>July 2020</b>.</p>