



SCHOOL ADMISSION APPEALS TIMETABLE AND FURTHER INFORMATION

September 2023 entry

Appeals resulting from secondary transfer and under 11s applications for admission in September 2023 will be heard according to the following timetable:

	Allocation day	Appeals lodged by	Appeals to be heard between
Secondary Transfer	1 March 2023	4pm on 29 March 2023	2 May – 15 June 2023 (excluding 29 May – 2 June).

- 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.
- Appellants (the person who made the appeal) will be sent notification of their appeal hearing at least 14 calendar days in advance of the hearing (unless you've been requested to agree shorter timescales).
- 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 any supporting evidence after lodging an appeal, they will need to get that to the Appeals Team at least **7 working days** before your hearing, *(not counting the day of postage or the hearing date)*.

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.

If the appellant has a short document (like a doctor's letter which was not previously available), this will be accepted up to 4 working days before the hearing. Any additional evidence received after this deadline will not be circulated and the panel may not accept any additional information taken to the hearing.

Accepting a place at another school doesn't affect your right of appeal.

In year appeals

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

The panel's decision is final.

If they accept your appeal, the school must offer your child a place. If it rejects your appeal, you can't appeal again. The decision can't be reversed or reviewed.

When you can't appeal

Sometimes you don't have the right to appeal a decision.

- If your child has been permanently excluded from 2 or more schools, you'll lose your right to appeal for a school you want for your child.
- If you have already had an appeal for the same school and academic year.
- If you have not named the school you wish to appeal for on your original application form.

What appeal panels can't do

A panel can't:

- enter into a debate with either party on issues raised;
- specify any conditions if it accepts your appeal;
- hear complaints or objections on wider aspects of local admission policies and practice;
- reassess the capacity of the school;
- order the admission authority to change your position on the school's continuing interest list;
- allocate a place at a school other than the one you appealed for.

Further information about the secondary transfer appeals process can be found on the Herts County Council website

CONTINUING INTEREST DATES – SECONDARY TRANSFER DATE EVENT

DATE	EVENT
1 – 15 March 2023	<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 us directly.</p> <p>If you do not wish to remain on the continuing interest list for Watford Girls, please contact the Admissions Officer at admissions@watfordgirls.herts.sch.uk and we will remove your child's name from our waiting list. You can also contact transfer.admissions@hertfordshire.gov.uk.</p>
1 – 8 March 2023	<p>Continuing interest applications open.</p> <p>Although you can add new preferences for some Hertfordshire schools for the first continuing interest run, Watford Grammar School for Girls does not accept new applications until the conclusion of continuing interest rounds. Information will be available on the Herts County Council website from 1 March 2023.</p>
15 March 2023	<p>Last date to accept the place offered.</p> <p>Online applicants should accept the place online.</p> <p>Paper applicants should return their response form to the Admissions and Transport Team.</p>
20 – 24 March 2023	<p>First continuing interest run.</p> <p>The local authority will contact you with an offer of a new school place, if you're successful.</p>
29 March 2023 (4pm)	<p>Last date to register an appeal.</p>
27 March – 6 April 2023	<p>Continuing interest applications open again.</p> <p>You can add new school preferences for <u>all schools</u> for the</p>

	second run of continuing interest.
6 April 2023	Last date to register a change of preferences or for new applications to be added for the second continuing interest run.
24 – 28 April 2023	<p>Second (and final) continuing interest run.</p> <p>The local authority will contact you with an offer of a new school place, if you're successful at the second continuing interest run.</p>
May – July 2023	If school vacancies occur, places will be filled from remaining continuing interest lists. You will be contacted directly by us if we are able to offer your daughter a place.
2 May – 15 June 2023	School place appeals take place during this period (excluding 29 May - 2 June 2023).
21 July 2023	<p>Hertfordshire County Council will close their continuing interest lists for Year 7 (secondary school) on 21 July 2023.</p> <p>However, Watford Grammar School for Girls will retain your continuing interest throughout the following academic year. If you wish to remain on the waiting list at the end of Year 7, you will have an opportunity to re-apply in June 2024 for Year 8.</p>