

APPEALS PROCEDURE FOR ENTRY TO WEALD OF KENT GRAMMAR SCHOOL FOR THE ACADEMIC YEAR SEPTEMBER 2018 - 2019

In accordance with section 2 of the School Admission Appeals Code, this is the appeal procedure for entry to Weald of Kent Grammar School for the academic year commencing September 2018.

Parents who have not been offered a place, for their daughter/son, at Weald of Kent Grammar School have the right to appeal to an Independent Panel.

Year 7 Admission Appeal

Parents who wish to lodge an appeal should send a completed Appeal form together with any additional relevant information that they feel will assist their appeal to The Clerk to the Governors, Weald of Kent Grammar School, Tudeley Lane, Tonbridge, Kent TN9 2JP.

The appeal form can either be downloaded from the KCC website at www.kent.gov.uk/secondaryadmissions or by calling 03000 412121.

The deadline for submitting the appeal is Thursday 29 March. Any additional information parents wish to be included in the appeal should also be submitted by that date. In accordance with the Appeals and School Admissions Codes, any additional paperwork submitted after this date will be accepted by the panel but they may decide not to consider it at the hearing.

The Appeal dates and venue will be set as soon after the deadline date of 29 March as possible. Traditionally our Appeals have taken place towards the end of May/beginning of June. Once the dates have been set we will post the information on our school website.

The dates and times of the individual appeals will be arranged via the Appeal Administrator at KCC who will contact parents directly. This will be at least 10 school days prior to the appeal hearing date.

Parents will be notified of the outcome of their hearing by the Appeal Administrator at KCC within 5 working days of **all** the appeals being heard. Following a successful appeal the place will be confirmed by Weald of Kent and joining details will be sent accordingly. Parents will be invited to complete a Supplementary Information Form following their offer of a place. In the first instance we will try to offer a place at the preferred site however the school's priority will be to ensure that class sizes do not exceed 30.

It is not possible to appeal against the School's decision regarding your Site Preference.

In Year Admission Appeal

Where the School is unable to offer a place, parents have the right to an Appeal. Parents who wish to lodge an appeal should write to The Clerk to the Governors, Weald of Kent Grammar School, Tudeley Lane, Tonbridge, Kent TN9 2JP setting out their grounds for appeal.

The Appeal will be heard within 30 school days of the appeal being lodged.
Parents will be notified of the outcome within 5 working days of the appeal being heard.

Sixth Form Admission Appeal

Where the offer of a place is conditional upon the student meeting the entry requirements, the appeal will be heard within 30 school days of the appeal being lodged.

Parents will be notified of the outcome within 5 working days of the appeal being heard.