

## **APPEALS PROCEDURE FOR ENTRY TO WEALD OF KENT GRAMMAR SCHOOL FOR THE ACADEMIC YEAR SEPTEMBER 2020 - 2021**

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 2020.

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

### **Year 7 Admission Appeal**

Parents/carers who wish to lodge an appeal should send a completed Appeal form together with any additional relevant information to support their appeal to The Clerk to the Trustees, 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](http://www.kent.gov.uk/secondaryadmissions) or by calling 03000 412121.

The deadline for submitting the appeal is Friday 27 March. Any additional information parents/carers 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 27 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.

The Appeal Administrator at KCC will notify parents of the outcome of their hearing within 5 working days of all appeals being heard. Following a successful appeal, Weald of Kent will confirm the place and joining details will be sent accordingly.

### **In Year Admission Appeal**

Where the School is unable to offer a place, parents/carers have the right to an Appeal. Parents/carers who wish to lodge an appeal should write to The Clerk to the Trustees, 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/carers will be notified of the outcome within 5 working days of the appeal being heard.

### **Sixth Form Admission Appeal**

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

The appeal will be heard by an Independent Appeal Panel within 30 school days of the appeal being lodged.

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