



QUEENS' SCHOOL

Dare to be Great

School Admission Appeals Timetable

If you have not been offered a place at Queens' School, the law entitles you to appeal against that decision to an Independent Appeal Panel. This panel is completely independent of the school and the Local Authority.

In Year appeals

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

September 2024 Entry: Secondary Transfer

Allocation day	Appeals lodged by	Appeals to be heard between
01 March 2024	28 March 2024	03 June - 10 June 2024

- 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 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.

You may only appeal once every academic year, unless your circumstances have changed significantly

*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 school in support of your initial 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.

Hertfordshire residents

Log in to the admissions system and "register an appeal online" if your child is not offered a place at any of your preferred Hertfordshire schools. www.hertfordshire.gov.uk/schoolappeals

Out of county residents and paper applicants

To appeal for a Hertfordshire school, call us on 0300 123 4043 for your registration details. Then you can log in to the appeals system to appeal.

Guidance for parents: School Admissions Appeals Panel

<https://beta.hertfordshire.gov.uk/media-library/documents/schools-and-education/appeals/school-admissions-appeals-panel-parent-guidance-2017.pdf>