

# School admission appeals procedure

## Secondary admissions in September 2017

### The timetable

#### National Offer Day 1 March 2017

If you decide to appeal you must make sure you fill in the correct appeal form. You can find out which appeal form you need from our [‘Refused a place at your preferred school’](#) webpage.

**It’s important that you read the [School Admission Appeals Booklet](#) before you fill in the appeal form.**

Fill in sections 1 to 3 of the appeal form, and **return it by 29 March 2017.**  
**Appeals will be heard within 40 school days of this date.**

- You will receive at least 10 school days’ notice of their appeal hearing, unless you want to waive this right by ticking the appropriate box on the appeal form.
- You must send any additional evidence before the final deadline, which is 7 days before the appeal hearing. The panel will decide whether to consider at the hearing any information or evidence received after that date.
- Decision letters will be sent within 5 school days of the hearing.

**For applications received after 31 October 2016 but before 24 March 2017, appeal forms must be received by 9 June 2017. The appeal will then be heard within 40 school days**

**For applications received after 24 March, the appeal will be heard within 30 school days** of receipt of the appeal form. This follows the same timetable as [in-year](#) appeals.

Contact the School Appeal Co-ordinator by -

**Post** – Admissions and Entitlements Team

PPC402C  
County Hall  
Taunton  
Somerset  
TA1 4DY

**Phone** – 0300 123 2224

**Email** – [schoolappealcoordinator@somerset.gov.uk](mailto:schoolappealcoordinator@somerset.gov.uk)