



**The Castle Partnership Trust**  
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## **School Admission Appeals Procedure Secondary Admissions in September 2021**

### **The Timetable**

#### **National Offer Day 1 March 2021**

It's important that you read the School Admission Appeals Booklet before you fill in the appeal form.

Either complete the appeal form online or download and complete the paper form and **return it by 29 March 2021**. Appeals will be heard as soon as reasonably practicable and we aim to do this within 40 school days of this date wherever possible.

- You will receive at least 14 days' notice of your 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 7 days of the hearing.

**For applications received after 31 October 2020 but before 22 March 2021, appeal forms must be received by 8 June 2021.** Appeals will be heard as soon as reasonably practicable and we aim to do this within 40 school days wherever possible.

**For applications received after 22 March, the appeal will be heard as soon as reasonably practicable and we will aim to do this 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 –

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