



Timetable for Appeals

Timetable for the transfer to Secondary School admission in **September 2024**:

1. **Appeals Date:** Year 7 appeal hearings will take place between the end of May to the middle of July.
2. **Deadline for Return:** The deadline for returning completed **Admission Appeal Forms** will be 3 May 2024.
3. **Hearing Arrangements:** The Appeals Clerk will write to parents with the date of their hearing as soon as possible after the hearing timetables are completed.
4. **Additional Evidence:** Any additional evidence must be submitted by 17 May 2024.
5. **Decision Letter:** Decision Letters should be sent out within 7 school days of the last day of hearings, wherever possible.
6. Appeals submitted after the **Deadline for Return** will be heard within 40 school days of **Deadline for Return** if possible. If this is not possible, within 30 school days of the completed **Admission Appeal Form** being lodged with the school.

Please email your appeal request to: appeals@balcarras.gloucs.sch.uk from 30 March 2024.

Timetable for In-year appeals:

1. Hearings will be heard as soon as reasonably practicable after the **Admission Appeal Form** has been received by the school.
2. Parents will be informed of the hearing arrangements 14 school days before the hearing date. Parents may however waive their right to the full period of notice.
3. Additional evidence to be submitted no later than 7 school days before the hearing date.
4. Decision letters should be sent out within 7 school days of the date of the hearing, wherever possible.