

SCHOOL ADMISSION APPEALS TIMETABLE

All Saints C of E (VA) Primary School, Datchworth uses the Hertfordshire Local Authority Appeals Service to hear its appeals. The team carries out the necessary administration, sets up the independent appeal panels and arranges clerking on our behalf. All correspondence relating to an appeal hearing should be sent to the Appeals Team.

In-year appeals

Appeals resulting from in-year admission applications will be heard within 30 school days of the appeal being lodged. An appeal can be lodged using the Hertfordshire Local Authority appeals online system accessed via www.hertfordshire.gov.uk/schoolappeals, once an in-year application form has been received by the school and the school has advised the Local Authority of the application.

September 2021 entry

Hertfordshire parents/carers can access the appeals online system via their admissions account. Parents/carers who are not resident in Hertfordshire, or who applied on paper should use the appeals online system and will need to contact the Hertfordshire Customer Service Centre on 0300 123 4043 for their registration details. Appeals resulting from primary transfer applications for admission in September 2021 will be heard according to the following timetable:

	National allocation day	Last date to register an appeal	School place appeals take place between
Primary School Admissions	16 April 2021	21 May 2021 by 4pm	16 June – 23 July 2021

- Appeals lodged after deadline 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.

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 Admission Authority (AA) in support of your 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.**