

Appeal Dates & Information

If you have not been offered a place at **Skinner's' Kent Academy**, 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. The appeals are held at **the school**.

If you wish to appeal, please download an Appeal Form from the school's website. Please do NOT use ANY other appeal form or send your form to your local authority. It is suggested that you download the explanatory leaflet about appeals which you should read before you complete the appeal form. The appeal form is in Word format. The panel would prefer the form to be typed, but handwritten forms are acceptable. In black ink. Please ensure that the clerk can read your details including telephone numbers and e mail addresses. 'Signatures' may be typed.

You should include any evidence or supporting material with your appeal form and you MUST give the grounds for your appeal at the time you lodge your appeal form. Your appeal form will not be accepted unless you state the grounds for your appeal. You may appeal for more than one school.

The timetable for appeals is as follows: -

Last day for lodging appeal forms for a place in year 7 to start in September 2019	4pm on Friday 29 March 2019 to guarantee that your appeal will be heard in the first tranche of appeals. Appeals lodged later may not be heard until the second tranche which could be in September 2019. You MUST state the reasons for your appeal and supply any documentary evidence at this stage. Appeal forms and other information may be emailed to clerk@educationappeals.com (preferred method) or posted to Clerk to the Independent Appeal Panel, PO Box 367, Cuffley, Herts, EN6 4XZ .
The stage 1 part of the hearing (with other parents present) will take place at the school	Thursday 2 May 2019 at 8.00 am.
Part 2, the individual private hearings will take place on	Thursday 2 May 2019 and Friday 3 May 2019 depending on the number of appeals.
Invitation letter giving details about your hearing will be sent by the Clerk to the Independent Appeal Panel	At least 10 school days before the stage 1 hearing.
Any additional supporting evidence	Friday 26 April 2019. You are advised that additional paperwork received on the day of the appeal hearing will not be taken into account. Please provide the Clerk with FIVE copies of any additional evidence. All such evidence to be submitted in A4 format and NOT bound, but may be stapled on the top left hand corner. Paperwork submitted with your appeal form does not need to include 5 copies.
Letter from the Clerk informing you of the decision of the independent appeal panel	Due to the high number of appeals held at this time, this may not be sent until up to 2 weeks after the last hearing for the school.

Timetable for appeals for mid-term applications is as follows:

Last day for lodging appeal forms following a refusal for a place mid-term.	20 school days upon receipt of your letter of refusal. You MUST state the reasons for your appeal and supply documentary evidence at this stage. Appeal forms and other information may be emailed or posted to Clerk to the Independent Appeal Panel, PO Box 367, Cuffley, Herts, EN6 4XZ . Appeals are held within 30 school days of the receipt of the appeal form.
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Timetable for appeals for the 6th form is as follows

Last day for Lodging appeals	4pm on Tuesday 27 August 2019 to guarantee that your appeal will be heard within the first weeks of September. You <u>MUST</u> state the reasons for your appeal and supply any documentary evidence at this stage. Appeal forms and other information may be emailed to clerk@educationappeals.com (preferred method) or posted to Clerk to the Independent Appeal Panel, PO Box 367, Cuffley, Herts, EN6 4XZ. Please note the timetable is very short to enable those appellants who win appeals to start as early into the school year as possible.
Appeal date	The date will be during the month of September 2019.