

Appeal Dates & Information - Upper School

PLEASE READ THIS CAREFULLY.

The timetable for appeals is as follows: -

Last day for lodging appeal forms for a place in year 7 to start in September 2024	4pm on Tuesday 2 April 2024 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 2024 . You MUST state the reasons for your appeal and supply any documentary evidence at this stage.
The stage 1 part of the hearing (with other parents present) will take place on	Friday 3 May 2024
Part 2, the individual private hearings will take place on	Friday 3 May 2024
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	Closing date is 26 April 2024 . You are advised that additional paperwork received on the day of the appeal hearing will <u>not</u> be taken into account. Please provide the Clerk with FIVE copies of any new additional evidence BY POST ONLY . 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. These must be sent to EdAp, Sopers House, Sopers Road, Cuffley, Herts, EN6 4RY.
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 10 working days 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 'in year' or 'mid-term', excluding 6 th Form.	You must lodge the appeal form within 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. Appeals are held within 30 school days of receipt of the appeal form.
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Timetable for appeals for the Sixth Form is as follows

Last day for Lodging appeals	<p>4pm on Thursday 29 August 2024 to guarantee that your appeal will be heard within the first weeks of September. You <u>MUST</u> state the reasons for your appeal on the online form and supply any documentary evidence at this stage e.g. a copy of your result sheet.</p> <p>Please note the timetable is very short to enable those appellants who win appeals to start as early into the school year as possible.</p> <p>Click here for the Sixth Form appeal form</p>
Appeal date	The date will be during the month of September 2024 .