



Gordon's School Appeals - 2019

Parent(s) should contact the Admissions Registrar at the school for advice in the first instance.

If parent(s) wish to lodge an appeal against the decision of the Governing Body not to grant a place to their child, they should put their request in writing (email is acceptable) to the Admissions Registrar (registrar@gordons.school) providing the child's name and parent(s) email and/or postal address to which the Appeal Form should be sent.

The Admissions Registrar will then pass the contact details to Surrey Schools Appeals Service who will send an Appeal Form and Guidance notes directly to the parent(s).

The parent(s) should return their completed form to the Schools Appeals Service. Appeals for September 2019 admission must be lodged with the Schools Appeals Service by:

Offer	Appeals lodged by	Appeals to be heard by
1 March 2019	29 March 2019	26 June 2019 (40 School days)

Appeals lodged after this date 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 clear working days in advance of the hearing.

If an appellant wishes to submit further evidence which was not included with their initial appeal, they must make sure that it is received at least 3 clear working days prior to the hearing date. Any additional evidence or information received after this date might not be considered at the appeal hearing.

Appeals resulting from in year admission applications will be heard within 30 school days of the appeal being lodged.