



Gordon's School Appeals – Academic Year 2024 (including Y9 residential for September 2024)

Parent(s) should contact the Admissions Registrar (Main School) 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 to the Admissions Registrar registrar@gordons.school providing the child's name and parent(s) email and/or postal address. The Admissions Registrar will then send parents a link to the Surrey School's Appeals form. Surrey Schools Appeals Service will contact parents on receipt of the form to confirm the next steps.

Appeals for Year 7 (residential or day places) for September 2024 admission must be lodged with the Schools Appeals Service by the date in the following table:

Offer date for Year 7 places	Appeals lodged by	Appeals to be heard by
1 March 2024	15 April 2024	18 June 2024 (40 School days)

Appeals for Year 9 * residential places only for September 2024 admission must be lodged with the Schools Appeals Service by the date in the following table: (* Please note there is not a Year 9 Published Admission Number (PAN) for day places – so this section is only applicable to Year 9 residential applicants.)

Offer date for Year 9 residential places	Appeals lodged by	Appeals to be heard by
30 November 2023	15 January 2024	15 Mar 2024 (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.

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