



St Giles' C of E Primary School

Learn, Grow and Flourish

Headteacher Mr Mark Pipe

SCHOOL ADMISSION APPEALS TIMETABLE

St Giles CofE Primary School 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.

Appeals against unsuccessful 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.

September 2024 entry

Hertfordshire parents and carers can access the appeals online system via their admissions account. Out of county parents and carers, and those who applied on paper, should use the appeals online system and will need to contact the Hertfordshire Customer Service Centre on 0300123 4043 for their registration details. Appeals resulting from primary transfer applications for admission in September 2023 will be heard according to the following timetable:

	Allocation day	Appeals lodged by	Appeals to be heard between
Primary Admissions	16 April 2025	4pm 20 May 2025	13 June-22 July 2025

- Appeals lodged after the deadline will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is later.
- 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

Further evidence not included with the original appeal may be submitted within 7 clear working days by the appellant, in advance of the appeal.

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Any confidential medical or social evidence submitted to the Admission Authority in support of the appeal will not be provided to the appeals panel. If you wish to rely on this in support of your appeal you will need to submit this information to the appeals team.

Only a short document (such as a doctor's letter not available previously) 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.