

Surrey County Council School Admission Appeals Timetable 2020/2021

Temporary arrangements for appeals – implemented with effect from 24th April 2020

The new regulations will apply to appeals submitted between 24th April 2020 and 31st January 2021, when these temporary measures are due to expire (subject to review).

They will also apply to appeals submitted before the 24th April 2020 that have not yet been completed.

In year or immediate entry appeals

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

Appeals for September 2020 resulting from year of entry or transfer applications:

School	Offer	Appeals lodged by	Appeals to be heard by
Secondary	2 March 2020	30 March 2020	16 June 2020 (40 School days)
Primary	16 April 2020	18 May 2020	20 July 2020 (40 School days)

Deadlines to file appeals must be at least **28 calendar days** from the date the appellant received notification that a school place was refused. Appellants will be given at least **28 calendar days'** written notice of a new appeal deadline.

NB: Appeals will not start being heard until after the relevant closing date has passed.

Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date. All deadlines for the hearing of appeals must be as soon as reasonably practicable.

Appeal hearings will no longer be held in person, but by telephone, video conference or through a paper-based appeal where all parties can make representations in writing.

Appellants will receive at least **14 calendar days'** written notice of an appeal hearing (although Appellants can waive their right to this).

Appellants will be sent a copy of the school's case **7 clear working days** in advance of the hearing.

Appellants must ensure that any further evidence not included with their initial appeal is received by 5pm on the day preceding 3 clear working days prior to the appeal hearing date. Any additional evidence or information received after this date might not be considered at the appeal hearing.

Wherever possible, decision letters should be sent within **7 calendar days** of the hearing.

Appeal forms are available on the SCC website: www.surreycc.gov.uk/schoolappeals

Alternatively, email on surrey.schoolappeals@surreycc.gov.uk or call 020 8541 8092.

Revised 24th April 2020