



## Timetable for Admission Appeals for The Tiffin Girls' School 2020

We go to great lengths to ensure that our admissions system is fair and that all relevant policies and procedures are followed rigorously throughout the process. However, parents have the right to appeal the school their child attends under legislation produced by the Department for Education (DfE). You have the right of appeal if you have parental responsibility or if you care for a child who lives with you. If you wish to appeal, you must complete an appeal form. For September entry appeals, appeals will be heard in line with the timetable set out below. For all other appeals, appeals will be heard within 30 school days of the appeal being lodged as set out below. Please note that appeals are not heard during any of the school holidays.

Please Note: The DfE has made regulatory changes that came into force on 24 April 2020 and will last until 31 January 2021, subject to review. These changes have been made in light of the coronavirus (COVID-19) outbreak and its impact on the ability of admissions authorities to carry out admission appeals in the usual way. In light of the new guidance, our timetable for admission appeals will be revised. The changes will reflect our need for flexibility to manage the appeals and to ensure families appealing an admission decision this year are not disadvantaged by the measures the government has in place to protect public health.

[DfE Guidance Coronavirus \(COVID-19\): school admission appeals](#) (Updated 24 April 2020)

### For entry to Year 7 in September 2020

The admissions policy may be found here: [Admissions Policy 2020](#)

You should think carefully about whether to appeal against the School's decision. To admit a child who has not met the required standard for entry, or not to adhere to our selection criteria, would be incompatible with our published admissions policy. Please be aware that the waiting list and the appeal process are completely separate. Making an appeal will not affect your daughter's position on the waiting list.

<b>2 March 2020</b>	National Offer Day – Your local authority will tell you which school your daughter has been offered.  (This is the start of the period when offers are made and further offers of secondary school places are made in the coming months).  If a parent wishes to lodge an appeal against The Tiffin Girls' School, they will need to write to the Admissions Office of the School to request an appeal form.
<b>30 March 2020</b>	Lodging deadline – The appeal form must be received by Surrey Schools Appeals Service by this date. If possible, supporting evidence should be enclosed with the appeal form at the time of submission.  Surrey Schools Appeals Service is the independent company which organises appeals on behalf of The Tiffin Girls' School.

<b>At least 10 school days before the appeal hearing</b>	Notice of the appeal hearing date – Surrey Schools Appeals Service will write to appellants to confirm the date and time of their appeal hearing.
<b>At least 7 school days before the appeal hearing</b>	Paperwork exchange – Surrey Schools Appeals Service will send appellants, the appeal panel and clerk a copy of the School’s written statement. The School, the panel and clerk will be sent copies of the appellants’ appeal form and supporting paperwork.
<b>5.00pm on the day preceding three clear working days before the appeal hearing</b>	Evidence deadline – Having received the papers, the appellant and the School have an opportunity to present additional evidence, but that additional evidence must be received no later than 5.00pm on the day preceding three clear working days before the appeal hearing. If received after this date, the additional evidence may not be considered at the appeal hearing.
<b>Dates to be confirmed</b>	Appeal hearing dates – The appeal panel aims to hear appeals lodged for The Tiffin Girls’ School before the start of the September term (dates being revised in line with DfE Guidance Coronavirus).
<b>Within five school days of the last appeal hearing</b>	Decision letter – Surrey Schools Appeals Service will inform appellants of the outcome of their appeal as soon as possible after all the appeal hearings have been heard. A brief outcome letter will be followed by a more detailed letter giving the reasons for the panel’s decision usually within five school days of the last appeal hearing.

### **Timetable for admissions appeals for all other applications**

Submitting an appeal	The appeal form must be returned to Surrey Schools Appeals Service to lodge an appeal. Enclose supporting evidence on submission if possible.
Within 30 school days of the appeal being lodged	The appeal is heard.
At least 7 school days before the appeal hearing	Paperwork exchange – Surrey Schools Appeals Service sends the appellant, the appeal panel and clerk a copy of the School’s written statement. The School, the panel and clerk are sent a copy of the appellant’s appeal form and supporting paperwork.
5.00pm on the day preceding three clear working days before the appeal hearing	Evidence deadline – Having received the papers, the appellant and the School have an opportunity to present additional evidence, but that additional evidence must be received no later than 5.00pm on the day preceding three clear working days before the appeal hearing. If received after this date, the additional evidence may not be considered at the appeal hearing.

Within five school days of the appeal hearing	Decision letter – Surrey Schools Appeals Service sends a brief outcome letter as soon as possible after the appeal hearing, with a more detailed letter giving the reasons for the panel’s decision usually within five school days of the hearing.
---	---

Updated: 11 May 2020