

# Appeal Process

## Year 7 Appeals:

If you have not been offered a place at Sheringham High School, the law entitles you to appeal against that decision to an Independent Appeal Panel.

This panel is completely independent of the academy and the Local Authority. The appeals are held at the academy.

If you wish to appeal, please download an Appeal Form from the school's website. Please do NOT use ANY other appeal form or send your form to your local authority. It is suggested that you download the explanatory leaflet about appeals which you should read before you complete the appeal form. The appeal form is in Word format. The panel would prefer the form to be typed, but handwritten forms are acceptable, in black ink. Please ensure that the clerk can read your details including telephone numbers and e-mail addresses. 'Signatures' may be typed.

You should include any evidence or supporting material with your appeal form and you MUST give the grounds for your appeal at the time you lodge your appeal form. Your appeal form will not be accepted unless you state the grounds for your appeal.

Completed appeals forms should be sent to the address on the form to arrange an Appeal Hearing. **Appeal forms must be returned to this address by 4pm on Friday 29 March 2019.**

The timetable for appeals is as follows:

Action	Date
Last day for lodging appeal forms for a place in Year 7 to start in September 2019:	<b>4pm on Friday 29 March 2019</b> to guarantee that your appeal will be heard in the first tranche of appeals. Appeals lodged later may not be heard until the second tranche which could be in September 2019. You <b>MUST</b> state the reasons for your appeal and supply any documentary evidence at this stage. Appeal forms and other information may be emailed to <a href="mailto:office@sheringhamhigh.co.uk">office@sheringhamhigh.co.uk</a> (preferred method) or posted to Admission & Appeals, Sheringham High, Holt Rd, Sheringham NR26 8ND
The stage 1 and stage 2 parts of the hearing (with other parents present) will take place at the school.	<b>Monday 10 June 2019 and Wednesday 12 June 2019.</b> Depending on number of appeals.
Invitation letter giving details about your hearing will be sent by the Clerk to the Independent Appeal Panel:	At least 10 school days before the stage 1 hearing.

<p>Any <b>additional</b> supporting evidence:</p>	<p><b>Monday 3 June 2019.</b> You are advised that additional paperwork received on the day of the appeal hearing will <u>not</u> be taken into account. Please provide the Clerk with FIVE copies of any <b>additional</b> evidence. All such evidence to be submitted in A4 format and NOT bound, but may be stapled on the top left hand corner. Paperwork submitted with your appeal form does not need to include 5 copies.</p>
<p>Letter from the Clerk informing you of the decision of the Independent Appeal Panel:</p>	<p>Due to the high number of appeals held at this time, this may not be sent until up to 2 weeks after the last hearing for the school.</p>
<p>Last day for lodging appeal forms following a refusal for an in year place.</p>	<p>20 school days upon receipt of your letter of refusal. You <b>MUST</b> state the reasons for your appeal and supply documentary evidence at this stage. Appeal forms and other information may be posted to <b>In Year Admissions &amp; Appeals, Sheringham High School, Holt Rd, Sheringham.</b> Appeals are held within 30 school days of the receipt of the appeal form.</p>