SCHOOL ADMISSION APPEALS PROCEDURE

IN-YEAR ADMISSIONS

Before completing the appeal form we strongly advise that you read through the School Admission Appeals Booklet

Please note: You must have received a letter refusing your application at your preferred school before appealing.

Refusal letter received

Appeal form must be received within 20 school days of the date of the refusal letter.

Please send your appeal form to School Appeal Co-ordinator, PPC402C, Admissions and Entitlements Team, County Hall, Taunton TA1 4DY.

Appeal will be heard within 30 school days of receipt of appeal form

- Each appellant will receive at least 10 School days' notice of their appeal hearing, unless the appellant wishes to waive this right by ticking the appropriate box on the appeal form
- Any additional evidence must be received by the final deadline which is 7 days before the Appeal Hearing. Consideration at the hearing of any information or evidence received after that date will be at the discretion of the Panel.
- Decision letters are sent within 5 school days' of the hearing wherever possible.

You can contact the School Appeal Co-ordinator by -

Post – PPC402C
Admissions and Entitlements Team
County Hall
Taunton
Somerset
TA1 4DY
Tel – 0300 123 2224
E-mail – schoolappealcoordinator@somerset.gov.uk