



Diocese of St. Albans



ST MARY'S  
CE HIGH SCHOOL

## St Mary's CE High School ADMISSION APPEALS TIMETABLE 2019 – 2020

### In year appeals

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

### September 2019 entry

Appeals resulting from secondary transfer applications for admission in September 2019 will be heard according to the following timetable:

	Allocation Day	Appeals lodged by	Appeals to be heard between
Secondary Transfer	1 March 2019	29 March 2019	3 May – 21 June 2019 (exc. 27 May – 31 May)

- Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, which ever is the later date
- 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

If an appellant wishes to submit further evidence, which was not included with their initial appeal, they should ensure this is received at least **7 clear working days, not counting the day of postage or the hearing**, in advance of the appeal.

Please remember that any confidential medical/social evidence submitted to the Admission Authority in support of the application will not be provided to an appeal panel. If the appellant wishes to rely on this in support of the appeal they will need to submit this documentation to the appeals team.

Only a short document, such as a doctor's letter not previously available 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.**

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Head Teacher: Ms Stephanie Benbow MAEd., B.Ed.(Hons), NPQH

*'A good school' Ofsted May 2018*

*'An outstanding church school' SIAMS May 2015*

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