



Admission Appeals for Knollmead Primary School

Appeals Timetable for Entry to Reception for September 2017

18th April 2017 (National Offer Day)

If a parent wishes to appeal against the decision not to offer their child a place at Knollmead Primary School they should contact the School Office to request an appeal form.

17th May 2017: Deadline for appellants to have returned their appeal forms to the Surrey County Council Appeals Service (who organise the appeals for Knollmead Primary School), lodging an appeal.

School statement and appellants appeal forms will be sent to all parties (appellants, the school, panel members and clerk to the panel) at least 7 working days prior to the appeal hearing.

Having received the papers, the appellants and the school have the opportunity to present any additional evidence. Any additional evidence, which was not included with their initial appeal, must be received no later than 5.00pm on the day preceding three clear working days prior to the appeal hearing date. If received after that date the additional evidence may not be considered by the Panel.

W/b 19th & 26th June : All appeals will be heard during these weeks.

Appeal Timetable for all other applications

An appeal will be heard within 20 school days of an appeal having been lodged. School statements and appellants appeal forms will be sent to all parties (appellants, the school, panel members and clerk to the panel) at least 7 working days prior to the appeal hearing. Having received the papers, the appellants and the school have an opportunity to present additional evidence, but that additional evidence must be received at least 3 clear working days prior to the appeal hearing. If received after that date they may not be considered by the Panel.

Knollmead Primary School is part of The Coombe Secondary Schools Academy Trust, a company limited by guarantee (company number 7905433, registered in England and Wales) that has its registered office at Coombe Boys' School, Blakes Lane, New Malden, Surrey KT3 6NU

