

OUTLINE OF THE APPEALS PROCESS AND GUIDANCE

ACADEMIC YEAR 2026-2027

The Process

The Local Authority informs you that a place is not available because the year group in which you are seeking a place is full and/or your child does not have 'selective' status. The letter will explain your right of appeal.

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Your appeal must be submitted at least 20 days from the date of notification that your application for a place was unsuccessful.

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You appeal in writing giving the reason/s you wish to do this. (Without a reason, however brief, your appeal will not be valid). At this stage you may choose not to provide any detail and email this to the school later.

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At least 10 days before your appeal for this school you will be sent all the information you require for it. (If appropriate, you can waive your right, in writing, to this number of days.) The letter will include the names of the Panel Members, Clerk and Presenting Officer representing the school and the date and time of your Hearing. In addition, you will be given the 'Case for the School' outlining, if appropriate, how places were allocated in March, the reasons why the school had to refuse a place for your child and the effect on the school if a place were to be offered.

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Confirm your attendance and that of anyone else who may be attending to support your appeal. You have the right to present your case in person but, if you prefer, your appeal could be heard in your absence on the basis of the information you provide. Please notify the school if you wish this to happen appeals@mgsg.kent.sch.uk

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By the deadline issued by the school, you submit, any additional material to support your case. This gives time for it to be circulated (no originals, please, if sent by post). No schoolwork will be looked at since the Panel will not be in a position to assess it. Anything submitted late may cause your appeal to be adjourned.

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The appeal has to be heard within 40 days of the deadline for lodging appeals for the 'normal' admission round or within 30 days for any others.

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Day of Appeal Hearing. Order as follows.

A – Case for the Admission Authority, (School) and questioning by you and the Panel

B – You present your case and questioning by the School and Panel

C – Summing up by the School and finally you.

The Clerk is present to make notes.

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Within 5 working days from the last appeal to be heard you will be notified in writing of the decision.

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If you think the appeal was not held properly, you may write to the Education and Skills Funding Agency (ESFA).

Additional Advice

Please see link below for advice on the appeals process:

<https://www.gov.uk/government/publications/admission-appeals-for-school-places/advice-for-parents-and-guardians-on-school-admission-appeals>