



Timetable for Admission Appeals

We go to great lengths to ensure that our admissions system is fair and that all relevant policies and procedures are followed rigorously throughout the process. However, parents/carers of children who are not offered a place have the right to appeal under legislation produced by the Department for Education (DfE). If a parent/carer wishes to appeal the decision not to offer their child a place at The Tiffin Girls' School, they should email the admissions office requesting an appeal form. The admissions office email address is admissions@tiffingirls.org. The appeals process is the same for Year 7 admissions, In Year admissions and Sixth Form admissions.

Please note that the fullest explanation of the school's admissions processes and the basis on which decisions are made (for entry into Year 7, for In Year admissions and for entry into the Sixth Form) can be found in the admissions policy here: [Admissions Policy 2024](#)

Please think carefully about whether to appeal the decision not to offer your child a place at The Tiffin Girls' School. To admit a child who has not met the required standard for entry, or not to adhere to our selection criteria, is incompatible with our admissions policy. Note that the waiting list and the appeal process are completely separate. Making an appeal will not affect your child's position on the waiting list.

Surrey Schools Appeals Service organises the appeals for The Tiffin Girls' School. Appeals will not start being heard until after the closing date has passed and will not be heard during school holidays.

For entry to Year 7 in September 2024

1 March 2024 – National Offer Day

Your local authority will inform you of the outcome of your application for a secondary school place after 5.00pm on 1 March 2024. (Please be aware that this is only the start of an ongoing period when offers are made and further offers of secondary school places are made in the coming months).

15 April 2024

Appeal forms must be lodged with Schools Appeals Service by 15 April 2024 (this is the closing date). You can enclose supporting evidence with the appeal form and this is explained in the form. Any appeals lodged after the closing date will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever 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 clear working days in advance of the hearing.

Having received the papers, the appellants and the school have the opportunity to present any additional evidence. Any additional evidence must be received no later than 5.00pm on the day notified in the letter with details of the hearing. If received after this date, the additional evidence may not be considered at the appeal hearing.

18 June 2024

Appeals will be heard by the appeal panel by 18 June 2024 (40 school days).

Surrey Schools Appeals Service will inform appellants of the outcome of their appeal as soon as possible after all the appeal hearings have been heard. A brief outcome letter will be followed by a more detailed letter giving the reasons for the panel's decision usually within 5 school days of the last appeal hearing.

In Year appeals or sixth form appeals timetable

Appeals resulting from in year applications to other year groups and sixth form appeals will be heard within 30 school days of the appeal being lodged. Appellants will be sent a copy of the school's case at least 10 clear working days in advance of the hearing. Having received the papers, the appellants and the school have an opportunity to present additional evidence, but this must be received no later than 5.00pm on the day notified in the letter with details of the appeal hearing. If received after this date, the additional evidence or information may not be considered at the appeal hearing. The appellants will receive a brief outcome letter as soon as possible after the appeal hearing, followed by a more detailed letter of the panel's decision usually within 5 school days of the hearing.