



SGS

SKEGNESS
GRAMMAR SCHOOL



Appeal Process Information Booklet

Applying for Secondary School - Process

1. You will have received your results and as such your son/daughter has not quite met the entry requirements for entry to Grammar School.
2. Complete your Common Application Form (this will have been given to you at the start of the Autumn Term by your Primary School) or complete the Online form by visiting <http://www.lincolnshire.gov.uk/parents/schools/school-admissions/do-it-online/apply-online-for-a-school-place/> and make your application. This application must be completed by 31 October 2020.
3. On your application form if you are thinking of appealing against the non-qualification of your son/daughter you will need to include Skegness Grammar as a school on the form. Please add us a **second** or **third** choice option not a first choice option.
4. Should you wish to have some assistance in completing the form either on paper or online please do not hesitate to contact us or your primary school.

Appeals Process - March 2021 onwards

5. You will receive notification of formal offer of a secondary place from the Local Education Authority for your son/daughter in March 2021.
6. Accept the place you have been offered for your son/daughter and contact us to request the appeal pack.
7. The pack contains a form for completion and return, along with this form you will also need to include the detail as shown on the next page.
8. You will be sent an invitation to attend an Appeal Hearing from the Lincolnshire County Council Legal Team (they hold the appeals on our behalf). This will be held via video call or telephone call (or face-to-face appointment may be offered if Government guidelines allow at the time of the Hearing).
9. The Appeal Hearing panel will notify you of the outcome of the Appeal within the following week. Should your son/daughter be successful they will then be eligible to attend the Skegness Grammar School for their secondary education and your formal offer of a place will be confirmed and the place offered from the school you accepted a place at will be removed.
10. Should your son/daughter still not be successful at the independent appeals then the opportunity for them to take the 12+ from September of Year 7. Please contact the school for further information nearer to the time and to register your child for this testing process.

Appeal Submission Checklist

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| Completed 11+ Appeal Form | |
| Supporting letter from your Primary Headteacher | |
| Supporting letter from your Primary Classroom Teacher | |
| <p>Current KS2 Levels that your son/daughter is working at</p> <p>Maths</p> <p>English</p> <p>Science</p> <p>Reading Age</p> <p>Spelling Age</p> <p>Expected KS2 Levels or Equivalentents that your son/daughter is expected to achieve in the summer season</p> <p>Maths</p> <p>English</p> <p>Science</p> <p>Reading Age</p> <p>Spelling Age</p> | |
| Extra-Curricular Activities at School that your son/daughter participates in | |
| Extra-Curricular Activities out of School that your son/daughter participates in | |
| Details on the reason why you feel your son/daughter is able to access the curriculum offered at a Grammar School. | |
| Any Other Information you feel the panel would consider as evidence of your son/daughter's current and prospective capabilities | |