



Year 12

Queen Elizabeth's Grammar School Faversham - Sixth Form Appeals 2026

My child has not been given a place in the Sixth Form, what can I do?

You and/or your child are entitled to appeal the decision to refuse a place for Sixth Form at a particular school, if your child did not meet the entry requirements and/or where there are more eligible children than places available and oversubscription criteria have been applied.

When will my appeal be considered?

Where the offer of a place is conditional upon exam results, appeals must be heard within 30 school days of confirmation of results. Once you have submitted your appeal form you will be told by the Independent Clerk to the Appeals Panel when your case will be considered along with your appeal paperwork.

Who will consider my appeal?

Your case will be considered by an Independent Appeal Panel. There are usually 3 people on the panel, at least one member will have experience in education and at least one will be a lay person, they are independent of the school. They make the decision on whether to uphold or dismiss your appeal. If the Panel upholds your appeal the school must offer your child a place at the school. If the Panel does not uphold your appeal, then the school will not offer your child a place at the school. There will also be a Clerk in attendance, they are independent of the school and are responsible for the administrative arrangements for the appeal, keep the official notes of what is discussed and give independent and impartial advice on the appeals process and admissions law to the Panel Members.

The School's Representative will be present to explain why your child cannot be considered for a place at Queen Elizabeth's Grammar School. The School's Representatives are brought into the Appeal by the Clerk at the same time as the parents/carers and at the end of the hearing they will leave with the parents/carers and take no part in the decision-making process.

What else should I do before I make an appeal?

You should consider accepting any offer of a school/college place you receive following receipt of examination results to ensure that your child has a place should your appeal not be successful. Accepting another offer has no bearing on your appeal or the appeals process and does not limit other options available to you.



How are places in the Sixth Form allocated?

As an Academy, Queen Elizabeth's is the admission authority and has set academic entry criteria for Sixth Form entry, which is the same for both external and internal applicants. Before you make an appeal it will be helpful for you to understand how the school allocated places, so you can understand why your child did not get a place. Please see the [Admissions Policy](#)

Key Dates	
Thursday 20th August	National GCSE Results Day QEGS - Internal applicants online enrolment by 4 p.m. QEGS - External applicants submit results online by 4 p.m.
Friday 21st August	All decisions regarding over subscription are known and decisions will be sent out to all QEGS external applicants by 11 a.m. Applicants who are offered a place should accept and enrol by 4 p.m.
Wednesday 26th August	Appeal application deadline for any applicants who have signed the 10 day notification waiver on the Appeal form. This is for any applicant who wishes to hold an appeal before the 18th September and ideally as close to the start of term 1 as possible.
Friday 18th September	Final Deadline for those wishing to pursue an independent appeal. This must be done using the Appeals application google form on the Admissions area of the school website.
Friday 2nd October	All Appeals submitted by the 18th September must be conducted by this date.

Making an Appeal

As it is in any post 16 applicant's interest to begin this process as soon as possible, you are asked to return your appeal application google form no later than Wednesday 26th August at 3.30pm. You can agree to an early appeal date by signing the 10 day notification waiver on your appeal form. Upon receipt of your appeal application, you will be sent an appointment letter/email showing the date and time which has been allocated for your appeal hearing together with further information including the Queen Elizabeth's Statement of defence.

To appeal, please complete the Sixth Form Appeal Form. ([Appeal Google Form](#))

What information should I provide to the Panel?



If your child did not reach the specified entry requirements, the panel must not make its own assessment of a child's ability, but must decide whether the admission authority's decision that the child was not of the required standard was reasonable in light of the information available to it. It's important that you clearly set out the reasons why your child should have a place at your choice of school. You should focus on what the school can offer that meets your child's needs. This can include:

- What Queen Elizabeth's can offer that other schools/colleges cannot
- What the impact will be on your child in not attending Queen Elizabeth's
- If you believe that exam performance was affected by extenuating circumstances then you will need to provide evidence of this which should be scanned and submitted to sixthformappeals@queenelizabeths.kent.sch.uk
- If your child did not reach the specified entry requirements, why do you feel the decision not to offer your child a place was not reasonable in light of the information available to the school, or/and why the process was not carried out in a consistent and objective way.

You can also appeal if you believe that the admission authority did not apply their admission arrangements properly and if they had applied them correctly, they would have offered your child a place at the school. You should explain why you believe this is the case and refer to the part of the Admission Policy that you believe has not been applied correctly.

What happens at an appeal hearing?

You will be issued in writing with the time and date of your individual appeal with instructions of how to access the hearing. On the day of your individual appeal, you will be asked to wait outside the hearing and you will be brought into the meeting by the clerk. If you do not wish to, or find that you cannot attend your appeal on the day, for whatever reason, the Panel Members may hear the appeal in your absence and make their decision based on the information available to them at the time. If you are not attending the appeal, please email clerktotheappealspanel@queenelizabeths.kent.sch.uk so that the Clerk is aware.

Decision Making

Once all of the appeals have been heard, the Panel will discuss and make a decision to either uphold or dismiss your appeal. Where applicants have been refused admission because there are more eligible children than places available and oversubscription criteria have been applied, appeal panels must decide if the school's admission arrangements were correctly and impartially applied in the individual's case and decide whether "prejudice" would arise were the child to be admitted. In the case of an appeal where the student did not reach the specified entry requirements, the panel must not make its own assessment of a student's ability, but



must decide whether the admission authority's decision that the student was not of the required standard was reasonable in light of the information available to it.

CAN I MAKE A FURTHER APPEAL?

No. The Appeal Panel is the final right of appeal against non-admission into the Sixth Form. If you think that the appeal has not been conducted according to the school admissions appeal code you can complain to the Department for Education. They cannot overturn the panel's decision. However, if it is believed that you have been disadvantaged by the appeal process, you may be offered a fresh hearing with a different panel and Clerk. Please visit [DFE](#) for further information.

Relevant Legislations

In accordance with regulations issued by the Department for Education (DfE), Independent Appeals

Panels and Admission Authorities must adhere to:

- School Admissions Code 2021 - [Admissions code](#)
- School Admission Appeals Code 2023 - [Appeals code](#)
- Guidance for parents/guardians from the DfE on the appeals process 2023 - [Appeals Process](#):