

School Admission Appeals Timetable
Applies for appeals lodged between 1 March 2016 – 28 February 2017

School Admission appeals are administered in accordance with the requirements of the 2012 School Admission Appeals Code issued by the Department for Education. Parents who apply for their child to attend our School and whose admission application is refused, will have the legal right to appeal that decision. The Appeal Form which can be downloaded from the School website or requested from the School Office.

Please note: The timetable differs depending on whether the original admission application was for a child to start or transfer school in September 2016 ('normal round' admission application), or to join the School during the academic year ('in-Year' admission application). The following timetable applies:

1. Appeals lodged in connection with Starting School - Reception September 2016

For an admission decision notified on 16 April 2016	Appeal Deadline: Appeal Form to be submitted to the School Office or Local Authority by 16 May 2016	Appeal hearing will take place within 40 school days of the appeal deadline
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1. Appeals lodged in connection with Transferring School - Year 7 in September 2016

For an admission decision notified on 1 March 2016	Appeal Deadline: Appeal Form to be submitted to the School Office or Local Authority by 12 April 2016	Appeal hearing will take place within 40 school days of the appeal deadline
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2. Appeals lodged after the appeal deadline - for admission in September 2016

Where possible, appeals lodged after the appeal deadline will be heard with those lodged before the deadline, providing there is sufficient time to make the appropriate arrangements. Otherwise, an appeal hearing will take place within **30 school days** of receipt of the appeal form

3. Appeals lodged in connection with applications for places required during the academic year (In-year admission)

An appeal may be lodged at anytime following an in-year admission decision, but not beyond the academic year in question. An appeal hearing will be scheduled to take place within **30 school days** of receipt of the appeal form

4. Administrative timetable

The Admissions Authority will appoint an independent appeals clerk	As soon as possible after receipt of the appeal form
Appellant(s) will be notified of the date and time of the appeal hearing and the names of the independent appeal panel members. Appellants may waive this right of notice	At least 10 school days before the appeal hearing is to take place
The appeals clerk will issue all the relevant appeal information. This will include a statement prepared by the Admissions Authority to explain the reasons for refusal	No less than 5 school days before the appeal hearing is to take place
Further (new) information may be submitted to the clerk for consideration at the appeal hearing at the Chair's discretion.	Up to 3 school days before the appeal hearing
The decision of the Appeal Panel will be notified to the appellant(s) in writing	Within 5 school days following the appeal hearing