



School Admission Appeals Timetable

Applies to all appeals lodged between 1st March 2016 and 28th February 2017

Action	Deadline
Admission Authority to publish appeals timetable to include:	28 th February 2016
Deadline for a parent to submit an appeal	Wednesday 18 th May 2016
Notice of the appeal hearing	At least 10 school days before the Appeal hearing
Appellants (usually the parents) to submit their evidence	8 school days before the Appeal hearing
Admission Authority (the school) to submit their evidence	
The Clerk (the person organising the appeal) to send Appeal papers to parents, the panel and the school	
Additional evidence from the Appellants or the Admission Authority	2 school days before the Appeal hearing
Decision letters sent to the Appellants to inform if their Appeal has been upheld or refused	Within 5 school days of the Appeal hearing
For applications made in the normal admission rounds appeals, the Appeal hearing must take place	Wednesday 20 th July 2016
For In Year and Late applications, Appeals must be heard	Within 30 school days of the Appeal being lodged

Admission Appeals:

Must always be heard by a properly trained, competent, experienced and knowledgeable, independent panel.

Have an **independent Clerk to the Appeal Panel** present, who has a clear understanding and knowledge of the School Admissions Code and School Admissions Appeals Code and can offer guidance to the panel.