

Admissions Appeal Process – checklist for schools

Date	Action	Lead
May	School/academy receive appeal form - check form is complete with full contact details (email address, telephone number and postal address)	School/academy
May	School/academy to acknowledge receipt of appeal form to appellant by 17 th May	School/academy
May	School/academy to request decision letter for appellant from Wiltshire Council Admissions Team	School/academy
May	School/academy send appeal form with decision letter to DBE by 20 th May	School/academy
May	DBE to acknowledge receipt of appeal form from school/academy	DBE
May	Allocate dates to appeals (schools with more than 1 appeal will have a group appeal). Advise Headteacher/presenting officer and appellant of date/time. Appeals will be heard with 40 school days from the 17 th May 2016. (All appeals received on time must be heard by 19 th July 2016)	Clerk
June/July	Issue relevant documents to appellant and presenting officer	Clerk
June/July	Communicate with Clerk with any queries/withdrawals etc	School/academy

SDBE Admission Appeals Clerks:

Carina Sawyer

Jeremy Shatford

Rosie Nikopolous