

# School Admission Appeal Timetable 2019

## Appeals for transfer to Secondary School (Year 7 2019/20)

Offer Date	Deadline for submitting Appeal Forms	Appeal Hearings Held
Friday 1 March 2019	Friday 29 March 2019	Late April 2019 onwards

## Appeals for transfer to Primary School (Reception Year & Year 3 2019/20)

Offer Date	Deadline for submitting Appeal Forms	Appeal Hearings Held
Monday, 15 April 2019	Tuesday, 21 May 2019	June 2019 onwards

### Important Information

- Parents are requested to complete and return their appeal form within 20 school days. It is preferable that all supporting evidence is submitted at the same time as the appeal form. However, if this is not possible, additional information will be accepted up to three working days before the appeal hearing. It is possible that any information submitted after this time will not be considered by the Independent Appeal Panel.
- All parents will be given the full 20 school days to submit their appeal. No appeals will be heard until the deadline for submitting appeal forms has passed.
- If you submit your Appeal form after this deadline, your appeal may not be heard with all the other appeals being heard for that school.
- Parents will be sent a letter informing them of the date and time of the appeal hearing. At least 10 school days notice of the hearing date will be given.

**Admission Authority's case**

The Admission Authority is required to produce documentation explaining the reasons why the school place has been refused. This will be sent to parents at least five working days before the appeal hearing.

**Notification of the Appeal Panel's decision**

The Appeal Panel's decision is communicated to you in writing. This is normally within five working days of the appeal hearing.

**Appeals for mid-year transfers**

Parents are requested to complete and return their Appeal form within 20 school days from the date of notification that their application was unsuccessful.

It is preferable that all supporting evidence is submitted at the same time as the Appeal form. However, if this is not possible, additional information will be accepted up to three working days before the appeal hearing. It is possible that any information submitted after this time will not be considered by the Independent Appeal Panel.

Appeals will usually be heard within 30 school days of the appeal being lodged. Parents will be sent a letter informing them of the date and time of the appeal hearing. At least 10 school days notice of the hearing date will be given. The Admission Authority is required to produce documentation explaining the reasons why the school place has been refused. This will be sent to parents at least five working days before the appeal hearing. The Appeal Panel's decision is communicated to parents in writing. This is normally within five working days of the appeal hearing.