

School Admission Appeals

Timetable

	Action	Deadline
1	For a parent/carer to lodge an Appeal to the Academy.	At least 20 school days from the parent receiving notice of the refusal of a place at a school.
2	Notice of Appeal Hearing with supporting information to be sent to parent/carer.	At least 10 school days before the hearing
3	Appellants (usually the parent/carer) to submit evidence preferably at the time the appeal is lodged.	10 school days before the Appeal hearing
4	Admission Authority (the Academy) to submit their evidence.	
5	The Clerk (the person organising the appeal) sends Appeal papers to parents/carers, the panel and the school.	
6	Additional evidence from the Appellants (parents/carers). (Sometimes the Appellants wish to provide additional information after receiving the papers from the Academy).	5 school days before the Appeal hearing
7	Appeal Hearings to be held.	To be advised
8	Decision letter sent to the Appellants (parents/carers). (The letter that informs the Appellant if their Appeal has been Upheld or Refused).	Within 5 school days of the hearing
9	For In Year Applications Appeals must be heard	Within 30 school days of the Appeal being lodged