



Appeal Hearings Timetable

Appeals for a Reception Place Normal Admissions Round

Parents have 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.

Appeals will be heard within 40 school days of the parent lodging an appeal. For late applications, (please see footnote below) appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged. The school will give 12 school days' notice of their appeal hearing date. The parents and admission authority must submit additional evidence to the clerk at least 7 days before the hearing date; therefore allowing time for the clerk to send appeal papers to the panel and parties. A decision letter will be sent within five school days of the hearing wherever possible.

Appeals for In-Year Admissions Parents have 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. Appeals will be heard within 30 school days of the parent lodging an appeal. The school will give 12 school days' notice of their appeal hearing date. The parents and admission authority must submit additional evidence to the clerk at least 7 days before the hearing date; therefore allowing time for the clerk to send appeal papers to the panel and parties. A decision letter will be sent within five school days of the hearing wherever possible.

Appeals submitted after the appropriate deadlines noted above will be heard in accordance with the time scale above for both normal admission rounds and in-year admissions.

An application is a 'late' application if it is for the admission of a child to a relevant age group; it is submitted before the first day of the school term of the admission year; and a determination relating to the application is not made by an authority on or before the offer date. The 'relevant age group' is the age group at which pupils are or will normally be admitted to the school e.g. reception or year 6 (Section 142 of the School Standards and Framework Act 1998).