



## APPEALS TIMETABLE

Reviewed January 2019

Next review February 2020

### In year or immediate entry appeals

Appeals resulting from in year admission applications will be heard within 30 school days of the appeal being lodged.

### September 2019 entry

Appeals resulting from year of entry or transfer applications for admission in September 2019 will be heard according to the following timetable:

	Offer	Appeals lodged by	Appeals to be heard by
<b>Secondary</b>	1 March 2019	29 March 2019	18 June 2019 (40 school days)
<b>Primary</b>	16 April 2019	17 May 2019	The end of the School year. We aim to hear appeals by 5 July 2019

**NB: Appeals will not start being heard until after the relevant closing date has passed.**

Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date.

Appellants will be sent notification of their appeal hearing at least 10 clear school days in advance of the hearing.

Appellants will be sent a copy of the school's case 7 clear working days in advance of the hearing.

If an appellant wishes to submit further evidence which was not included with their initial appeal, they must make sure that it is RECEIVED no later than 5pm on the day preceding three clear working days prior to the appeal hearing date. Any additional evidence or information received after this date might not be considered at the appeal hearing. The Appeal Panel must decide whether it should be considered taking into account its significance and the effect of a possible need to adjourn the hearing.