

School Admission Appeals Timetable

In year appeals

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

September 2012 entry

Appeals resulting from transfer and under 11's applications for admission in September 2012 will be heard according to the following timetable:

	Allocation	Appeals lodged by	Appeals to be heard between
Secondary	1 March 2012	4pm on 29 March 2012	30 April – 15 June 2012 (excluding half term)
Primary Reception	18 April 2012	4pm on 18 May 2012	18 June – 20 July 2012
Entry to Junior/Middle	18 April 2012	4pm on 18 May 2012	2 – 20 July 2012

Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, which ever 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 at least 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 should do this as soon as possible. However, they must make sure that it is received at least 4 clear working days prior to the hearing date. Unless there are exceptional circumstances that prevent appellants from meeting this deadline, evidence not received within this timescale may not be considered by the panel. The Appeal Panel must decide whether any material not submitted by the specified deadline is to be considered, taking into account its significance and the effect of a possible need to adjourn the hearing.

February 2012