

# ADMISSION APPEALS TIMETABLE

ACTION	DEADLINE
Local Authority to publish appeals timetable to include:	<b>28 February</b>
a. For a parent to submit an Appeal.	At least <b>20 school days</b> from the parent receiving notice of the refusal of a place at a school.
b. Notice of the Appeal Hearing.	At least <b>10 school days</b> before the hearing.
c. Appellants (usually the parents) to submit evidence.	Reasonable deadlines must be set.  <b>10 school days</b> before the Appeal hearing
d. Admission Authority (the school) to submit their evidence.	
e. The Clerk (the person organising the appeal) sends Appeal papers to the parents, the panel and the school.	
f. Additional Evidence from the Appellants. (Sometimes the Appellants wish to provide additional information after seeing all the papers.)	<b>5 school days</b> before the Appeal Hearing
g. Decision letters sent to the Appellants. (The letter that informs the Appellant if their Appeal has been Upheld or Refused.)	Within <b>5 school days</b> of the hearing (whenever possible)
h. For applications made in the Normal Admissions Round Appeals must be heard	Within <b>40 school days</b> of the deadline for lodging appeals. (see a. above)
i. For In Year and Late Applications (those that came in after the deadline and have not been decided by the offer date) Appeals must be heard	Within <b>30 school days</b> of the Appeal being lodged.

## Admission Appeals:

- **Must always be heard by a properly-trained, competent, experienced and knowledgeable, independent panel**
- **Have an independent Clerk to the Appeal Panel present, who has a clear understanding and knowledge of the two Codes and can offer Guidance to the Panel**