



Action	Deadline
Admission Authority to publish appeals timetable to include:	28th February 2018
a) For a parent to submit an Appeal	At least 20 school days from the parent receiving notice of the refusal of a place at a school
b) Notice of the Appeal Hearing	At least 10 school days before the Hearing
c) Appellants (usually the parents) to submit evidence	8 school days 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 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)	5 school days 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 5 school days of the Hearing (wherever possible)
h) For applications made in the normal admissions round Appeals must be heard	Within 40 school days of the deadline for lodging Appeals <i>see a) above</i>
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 30 school days of the Appeal being lodged