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School Admission Appeals Timetable

1 March 2018 – 28 February 2019

Admission appeals are administered in accordance with the requirements of the 2012 School Admission Appeals Code issued by the Department for Education. Parents whose admission application is refused will have the legal right to appeal that decision. To lodge an appeal, complete and return the Appeal Form which can be downloaded from the School website or requested from the School Office.

On receipt of the completed Appeal Form, the Admission Authority will arrange for an appeal hearing to take place before an independent Appeal Panel. The timetable differs depending on when the appeal is lodged and whether it relates to an application to start at the school for the first time in September 2018 or to join the School during the academic year.

The following timetable applies:

Starting School in September 2018 – Admission decisions issued on 18 April 2018

For an appeal Form submitted to the School Office by **17 May 2018**

An appeal hearing will take place within **40 school days** of 17 May 2018

Starting School in September 2017 – For appeals lodged after 17 May 2018

It may be possible for appeals lodged after 17 May 2018 to take place at the same time as those lodged before this deadline, providing there is sufficient time to make the appropriate arrangements. Otherwise, appeals lodged after 17 May 2018 will be heard within **30 school days** of receipt of the appeal form

Lodging an appeal relating to an In-Year admission application decision

An appeal may be lodged within **30 school days** of the admission decision being issued. An appeal hearing will be scheduled to take place within **30 school days** of receipt of the appeal form

Administrative timetable

Identification and appointment of independent appeals clerk and appeal panel members	As soon as possible after receipt of the appeal form
The appeal clerk will notify appellants of the date and time of the appeal hearing and the names of the independent appeal panel members. Appellants choose to waive this right of notice.	Posted out at least 10 school days before the appeal hearing is to take place
The appeal clerk will issue a written statement prepared by the Admissions Authority to explain the reasons for refusal	Posted out at least 5 school days before the appeal hearing is to take place
Additional information relevant to the appeal may be submitted to the clerk for distribution. Information submitted after this deadline will not be considered unless the chair of the appeal panel specifically agrees to this.	Up to two school days before the appeal hearing is to take place
The decision of the Appeal Panel will be notified to the appellant(s) in writing.	Posted out within five school days following the appeal hearing