

School Admission Appeals Timetable
Applies for appeals lodged between 1 March 2015 – 28 February 2016

School Admission appeals are administered in accordance with the requirements of the School Admission Appeals Code issued by the Department for Education.

If you have applied for a place at the Academy and your child has been refused admission, you have the legal right to appeal against that decision. An appeal form can be downloaded from the Academy website or requested from the Reception Office. The following timetable will apply:

1. Appeals lodged in connection with Starting School in September 2015

Admission decision notified by the Local Authority on 16 April 2015	Appeal Deadline: Appeal Form to be submitted to the Academy by 18 May 2015	Appeal hearing will take place within 40 school days of the appeal deadline
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2. Appeals lodged after the 2015 Starting School appeal deadline

It may be possible for appeals lodged after 18 May 2015 to take place at the same time as those lodged before this appeal deadline, but only where there remains sufficient time to make the appropriate arrangements. Otherwise (late) appeals will be heard within **30 school days** of receipt of the appeal form

3. Appeals lodged in connection with applications for places required during the academic year (In-year admission)

An appeal may be lodged at anytime following an in-year admission decision, but not beyond the academic year in question. An appeal hearing will be scheduled to take place within **30 school days** of receipt of the appeal form

4. Administrative timetable applicable to all appeal hearings

Identification and appointment of independent clerk and appeal panel members	As soon as possible after receipt of the appeal form
Appellant(s) will be notified of the date and time for his/her appeal hearing and provided with the names of the independent appeal panel members	At least 10 school days before the appeal hearing is to take place
The clerk will provide the appellant(s) and independent appeal panel with all the information submitted in connection with the appeal, including a statement prepared by the Admissions Authority to explain the reasons for refusal	Approximately 10 school days before the appeal hearing is to take place
Further (new) information relevant to the appeal may be submitted to the clerk for distribution to all parties. No later information will be accepted unless agreed by the Chairman	Up to three school days before the appeal hearing is to take place
The appeal panel decision is binding and will be notified to appellant(s) in writing	Within five school days following the appeal hearing