

## School Admission Appeals Timetable

### For In-Year Admission Application Appeals Applicable between 1 September 2021 and 28 February 2022

School Admission appeals are administered in strict accordance with the requirements of the 2012 School Admission Appeals Code issued by the Department for Education. Every parent/carer whose admission application is refused has the lawful right to appeal that decision before an independent Appeal Panel. To lodge an appeal, the applicant responsible for the admission application must complete and return the Appeal Form, which can be downloaded from the school website or requested from the Main Reception 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.

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

The appeal may be lodged within **30 school days** of the admission decision being issued in writing. An appeal hearing will then be scheduled to take place within **30 school days** of receipt of the completed Appeal Form

#### 4. Administrative timetable

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| Appointment of an independent Appeals Clerk and independent Appeal Panel (a minimum of three trained persons satisfying the requirements of the 2012 School Admission Appeals Code)     | To be undertaken by the Admission Authority as soon as possible after receipt of the completed Appeal Form  |
| The Appeals Clerk will notify appellants of the date and time of the appeal hearing and the names of the independent Appeal Panel members   | By letter posted at least <b>14 calendar days</b> before the appeal hearing is to take place (appellants may choose to waive this right of notice). |
| The Appeals Clerk will issue a written statement prepared by the Admissions Authority to explain the reasons for refusal and how the published Admission Arrangements have been applied | By letter posted at least <b>7 calendar days</b> before the date on which the appeal hearing is scheduled to take place                             |
| Additional information relevant to the appeal may be submitted to the Appeals Clerk for distribution to all parties.  | May be submitted up to <b>5 calendar days</b> before the date on which the appeal hearing is scheduled  |
| The decision of the Appeal Panel will be notified to the appellant(s) in writing.   | By letter posted within <b>7 calendar days</b> of the appeal hearing taking place   |