

## Admission Appeal Timetable

### Normal Round

1. Parents have 20 school days to lodge an appeal from date of notification that their application was unsuccessful (i.e. from 18 April 2017)
2. The Appeal must be heard within 40 school days of deadline for lodging an Appeal i.e. within 60 school days from date of notification of unsuccessful application.
3. Papers and details such as date, time and venue will be sent to parents at least 10 school days before the Appeal hearing.
4. Parent can send further evidence to the Clerk to the Appeals Panel before the Appeal takes place but no later than 5 school days before.
5. Decision letters will be sent to parents within 5 school days following the Appeal.

### Late Applications

1. As above where possible or within 30 school days if the application is later than the timeline above allows. Papers and details such as date, time and venue will be sent to parents at least 10 school days before the Appeal hearing.
2. Parent can send further evidence to the Clerk to the Appeals Panel before the Appeal takes place but no later than 5 school days before.
3. Decision letters will be sent to parents within 5 school days following the Appeal.

### In Year Applications

1. Appeals will be heard within 30 school days of the appeal being lodged by the parent.
2. Papers and details such as date, time and venue will be sent to parents at least 10 school days before the Appeal hearing.
3. Parent can send further evidence to the Clerk to the Appeals Panel before the Appeal takes place but no later than 5 school days before.
4. Decision letters will be sent to parents within 5 school days following the Appeal.

Appeals submitted after the above deadlines will still be heard as soon as possible but not necessarily within the above timescales.