



## School Admission Appeals Timetable

1 March 2018 - 28 February 2019

School 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 Academy 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. The timetable differs depending on when the appeal is lodged and whether it relates to an application to start or transfer to the Academy in September 2018 or to join the Academy during the academic year.

The following timetable applies:

### Transferring to Year 7 in September 2018 - Admission decisions issued on 1 March 2018

For an appeal Form submitted to the School Office by **31 March 2018**

An appeal hearing will take place within **40 school days** of 31 March 2018

### Starting School in September 2018 - Admission decisions issued on 16 April 2018

For an appeal Form submitted to the School Office by **26 May 2018**

An appeal hearing will take place within **40 school days** of 26 May 2018

### Appeals lodged after the 31 March or 26 May deadlines

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

### Lodging and 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