

The Appeals Code 2012 requires all admission authorities to set out a timetable for appeals and to publish this on the school's website by 28th February in each school year. The following table sets out the timelines within which appeals must be heard.

For in-year and late applications, appeals must be heard within **30 school days** of the appeal being lodged.

September 2019 entry

Appeals resulting from year of entry or transfer applications for admission in September 2019 will be heard according to the following timetable:

ACTION	DEADLINE
A letter detailing intent to appeal and the reason for the appeal must be handed in to the school office marked for the attention of the Chair of Admissions.	Friday 17th May 2019
Date by which an appeal must be submitted directly to the Clerk. The appeal form and all supporting documentation must be collected from the School Office and posted directly to the Clerk.	22nd May 2019
Notice of the date of the appeal hearing	All appeals will be held by June/July 2019
Appellants will be sent notification of their appeal hearing; Evidence and papers for the hearing Date by which the Clerk sends appeal papers to the parents, the panel and the admission authority	10 clear school days in advance of the hearing 7 clear working days before the appeal hearing
Additional evidence from the appellants Sometimes appellants wish to provide additional information after seeing all the papers Any additional evidence or information received after this date might not be considered at the appeal hearing. The Appeal Panel must decide whether it should be considered taking into account its significance and the effect of a possible need to adjourn the hearing.	5.00pm on the day preceding 3 school days before the appeal hearing
Decision Decision letters sent to the Appellants. This is the letter that informs the appellant if their appeal has been upheld or refused.	Within 5 school days of the appeal hearing (whenever possible)

Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date.