

## School Admission Appeals Timetable

**1 March 2017 – 28 February 2018**

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 has been refused have the legal right to appeal that decision. To lodge an appeal, complete and return the Appeal Form which can be downloaded from the School website or requested from the School 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 at the school for the first time in September 2017 or to join the School during the 2017-18 academic year.

The following timetable applies:

### **Starting School in September 2017 – Admission decisions issued on 18 April 2017**

If the Appeal Form is submitted to the School Office by <b>17 May 2017</b>	An appeal hearing will take place within <b>40 school days</b> of 17 May 2017
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### **Starting School in September 2017 – For appeals lodged after 17 May 2017**

It may be possible for appeals lodged after 17 May 2017 to take place at the same time as those lodged before this deadline, providing there is sufficient time to make the appropriate arrangements. Otherwise, appeals lodged after 17 May 2017 will be heard within **30 school days** of receipt of the appeal form

### **Lodging an 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 an independent appeals clerk and appeal panel members	As soon as possible after receipt of the 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. Appellants may choose to waive this right of notice.	Posted out at least <b>10 school days</b> before the appeal hearing is to take place
The Appeals Clerk will issue a written statement prepared by the Admissions Authority to explain the reasons for refusal	Posted out at least <b>5 school days</b> before the appeal hearing is to take place
Additional information relevant to the appeal may be submitted to the Appeals 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 <b>two school days</b> 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 <b>five school days</b> following the appeal hearing