

School Admission Appeals Timetable

1 March 2023 – 29 February 2024

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 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 transfer to Year 9 at the school in September 2023 or to join the School during the academic year 2023/2024.

The following timetable applies:

Transferring to Year 9 in September 2023– Admission decisions issued on 1 March 2023

For an appeal Form submitted to the School Office by Thursday 30th March 2023	An appeal hearing will take place between 25th April and 16th June 2023
---	---

Transferring to Year 9 in September 2023 – For appeals lodged after 30th March 2023

Appeals lodged after 30th March 2023 will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date.

Lodging an appeal following receipt of 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

4. Administrative timetable

Identification and appointment of independent appeals clerk and appeal panel members	As soon as possible after receipt of the appeal form
Notice of the appeal hearing	At least ten school days before the appeal hearing
Appellants (usually the parents) to submit evidence	Eight school days before the appeal hearing
Admissions Authority (the school) to submit their evidence	Eight school days before the appeal hearing
The clerk (person organising the appeal) sends appeal papers to the parents, the panel and the school	Five school days before the appeal hearing
Additional evidence from the appellants: sometimes the appellants want to provide additional information after seeing all the papers	Five school days before the appeal hearing
Decision letter sent to the appellants: this is the letter that tells the appellant if their appeal has been upheld or refused	Within five school days of the hearing (wherever possible)