

SCHOOL ADMISSION APPEALS TIMETABLE

In year appeals

Appeals resulting from in year admission applications will be heard within 30 school days of the appeal being lodged

September 2014 entry

Appeals resulting from secondary transfer and under 11's applications for admission in September 2014 will be heard according to the following timetable:

	Allocation day	Appeals lodged by	Appeals to be heard between
Secondary Transfer	3 March 2014	4pm on 2 April 2014	7 May – 25 June 2014 (excluding 26 – 30 May)
Under 11's (Primary Reception, Junior / Middle)	16 April 2014	4pm on 22 May 2014	23 June–23 July 2014

- Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, which ever is the later date.
- Appellants will be sent notification of their appeal hearing at least 10 clear school days in advance of the hearing.
- Appellants will be sent a copy of the school's case 7 working days in advance of the hearing.

Additional supporting information

If an appellant wishes to submit further evidence, which was not included with their initial appeal, they should ensure this is received at least **7 clear working days**, *not counting the day of postage or the hearing*, in advance of your appeal.

Only a short document, such as a doctor's letter not previously available, will be accepted up to 4 clear working days prior to the hearing. **Any additional evidence or information received after this deadline will not be circulated and may not be considered at the hearing.**