

## Admission Appeals Timeline 2017

Please note that appeals are not ordinarily held during school holidays

### ***For secondary school entry into Year 7 in September 2017***

<b>Date</b>	<b>Event</b>
Wednesday 1 March	First round allocation day (for on-time applications, received by 31 October 2016)
Wednesday 29 March	Deadline for submitting first round of secondary appeals
Thursday 11 May-Thursday 15 June	First round of secondary appeals heard
Monday 8 May	Second round allocation day (for applications received 1 November 2016-21 March 2017)
Monday 12 June	Deadline for second round of secondary appeals
Monday 26 June-Monday 18 September	Second round of secondary appeals heard

### ***For primary school entry into Reception in September 2017***

<b>Date</b>	<b>Event</b>
Tuesday 18 April	First round allocation day (for on-time applications, received by 15 January 2017)
Monday 22 May	Deadline for submitting first round of primary appeals
Monday 12 June-Monday 4 September	First round of primary appeals heard
Monday 12 June	Second round allocation day (for applications received 16 January-5 May)
Monday 10 July	Deadline for submitting primary (second round) appeals
Monday 4 September-Monday 16 October	Second round of primary appeals heard

Please note that appeals are not ordinarily held during school holidays

### ***All other appeals***

Heard within 30 school days of being lodged (school days do not include weekends; INSET days; holidays.)

<p align="center"><b><u>Secondary School Appeals</u></b>  <b>Re On-Time applications</b>  <b>(received by 31/10/16)</b></p>	<p align="center"><b>KEY DATES / DEADLINES</b></p>	<p align="center"><b>Notes</b></p>
Allocation Day	Wednesday 1 March	
<p><b><u>Deadline</u></b>* for receipt of appeal form (20 school days from allocation day)</p>	Wednesday 29 March	*Appeals will be accepted after this deadline but they may be heard with any late application appeals
Appeals heard between (Must be heard within 40 school days of deadline to lodge appeal)	Thursday 11 May and Thursday 15 June	
<p align="center"><b>Re: Late Applications</b>  <b>(received 1/11/16 – 21/03/17)</b></p>	<p align="center"><b>KEY DATES / DEADLINES</b></p>	<p align="center"><b>Notes</b></p>
Allocation Day	Monday 8 May	
<p><b><u>Deadline</u></b>* for receipt of appeal form (20 school days from allocation day)</p>	Monday 12 June	*Appeals will be accepted after this deadline but they may be heard with any later application appeals
Appeals heard between (Must be heard within 40 school days of deadline to lodge appeal)	Monday 26 June and Monday 18 September <sup>^</sup>	^If appellants waive right to notice of hearing, appeals may be heard sooner where possible
<p align="center"><b>Re: Later Applications</b>  <b>(received 22/03/17 – 01/09/17)</b></p>	<p align="center"><b>DEADLINE</b></p>	<p align="center"><b>Notes</b></p>
Appeal heard within.....	30 school days of appeal being lodged	Where an appeal in this category would have to be heard before any appeals for applications received 1/11/16 – 21/03/17 by applying the deadline of 30 school days, any such appeal would be heard at the same time as or after the other appeal(s) otherwise an injustice could occur and could be unfair.

<b>Re: In Year Applications (received 02/09 – 20/07)</b>	<b>DEADLINE</b>	<b>Notes</b>
Appeals heard within.....	30 school days of appeal being lodged	These appeals will not be heard before any later application appeals for same year group at a school.

<b><u>Primary School Appeals</u> Re: On-Time Applications (received by 15/01/17)</b>	<b>KEY DATES / DEADLINES</b>	<b>Notes</b>
Allocation Day	Tuesday 18 April	
<b><u>Deadline</u></b> * for receipt of appeal form (20 school days from allocation day)	Monday 22 May	*Appeals will be accepted after this deadline but they may be heard with any late application appeals
Appeals heard between ..... (Must be heard within 40 school days of deadline to lodge appeal)	Monday 12 June and Monday 4 September	
<b>Re: Late Applications (received 16/01/17 – 05/05/17)</b>	<b>KEY DATES / DEADLINES</b>	<b>Notes</b>
Allocation Day	Monday 12 June	
<b><u>Deadline</u></b> * for receipt of appeal form (20 school days from allocation day)	Monday 11 July	*Appeals will be accepted after this deadline but they may be heard with any late application appeals
Appeals heard between ..... (Must be heard within 40 school days of deadline to lodge appeal)	Monday 4 September <sup>^</sup> and Monday 16 October <sup>^</sup>	<sup>^</sup> If appellants waive right to notice of hearing, appeals may be heard sooner where possible
<b>Re: Later Applications (received 06/05/17 – 01/09/17)</b>	<b>DEADLINE</b>	<b>Notes</b>

Appeals heard within.....	30 school days of appeal being lodged	Where an appeal in this category would have to be heard before any appeals for applications received 16/01/15 – 07/05/15 by applying the deadline of 30 school days, any such appeal would be heard at the same time as or after the other appeal(s) otherwise an injustice could occur and could be unfair.
<b>Re: In Year Applications (received 02/09 – 20/07)</b>	<b>DEADLINE</b>	<b>Notes</b>
Appeals heard within.....	30 school days of appeal being lodged	These appeals will not be heard before any later application appeals for same year group at a school

<b>Sixth Form Appeals</b>	
NB These include pupils transferring from Year 11 to Year 12 in same school	
<b>CONDITIONALITY of OFFERS</b>	<b>DEADLINE</b>
Where the offer of a place is conditional on exam results	Within 30 school days of confirmation of exam results
Where offer of a place <b>not</b> conditional on exam results	Within 40 school days of the deadline given for lodging appeals

**Notes:**

<b>Activity</b>	<b>Timescales</b>	<b>Notes</b>
Notification of hearing date .....	At least 10 <b>school</b> days <sup>^</sup> before hearing date unless waive rights to full notice period	<sup>^</sup> Unless waive right to this period of notice
<b><u>Deadline</u></b> for AA* to submit case papers	At least 9 working days before date of hearing	*AA = Admission Authority

AA* case papers sent to appellants, panel and clerk .....	At least 8 working days before date of hearing	*AA = Admission Authority
<b><u>Deadline</u></b> ** for receipt of appellants' additional evidence/information	5 working days before date of hearing	<b>** IMPORTANT:</b> Where full grounds, additional evidence / information is received <u>after this deadline</u> , the Panel must decide (at start of hearing) whether any of this information is to be considered, taking into account its significance and the effect of a possible need to adjourn the hearing.  To be certain all information / evidence is taken into account, it <b>must</b> be received by the specified deadline!
Appellant's additional evidence / information sent to AA, panel and clerk .....	4 working days before date of hearing	
Short decision letter sent .....	Within 1 working day of decision being made	
Full decision letter (with reasons) sent .....	Within 5 working days of decision being made but, e.g. where several appeals for same school, this may be extended to 20 working days	