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 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 start at the school for the first time in September 2017 or to join the School during the academic year.

The following timetable applies:

Starting School in September 2017 – Admission decisions issued on 18 April 2017	
For an appeal Form submitted to the School Office by 17	An appeal hearing will take
May 2017	place within 40 school days
	of 17 May 2017

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, <u>providing</u> 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 independent appeals clerk	As soon as possible after
and appeal panel members	receipt of the appeal form
The appeal clerk will notify appellants of the date and time	Posted out at least 10 school
of the appeal hearing and the names of the independent	days before the appeal
appeal panel members. Appellants choose to waive this right	hearing is to take place
of notice.	
The appeal clerk will issue a written statement prepared by	Posted out at least 5 school
the Admissions Authority to explain the reasons for refusal	days before the appeal
	hearing is to take place
Additional information relevant to the appeal may be	Up to two school days before
submitted to the clerk for distribution. Information submitted	the appeal hearing is to take
after this deadline will not be considered unless the chair of	place
the appeal panel specifically agrees to this.	
The decision of the Appeal Panel will be notified to the	Posted out within five school
appellant(s) in writing.	days following the appeal
	hearing