**APPENDIX 4**

**ADMISSION APPEALS - TIMETABLE**

The Appeals Code 2012 requires all admission authorities to set out a timetable for appeals and to publish this on the school’s website by 28th February in each school year. The following table sets out the timelines within which appeals must be heard.

For applications made in the normal admissions round, appeals must be heard within **40 school days** of the deadline for lodging appeals.

For in-year and late applications, appeals must be heard within **30 school days** of the appeal being lodged.

|  |  |
| --- | --- |
| **ACTION** | **DEADLINE** |
| Date by which an appeal must be submitted | At least 20 school days from the date of notification to parent of the refusal of a place |
| Notice of the date of the appeal hearing | At least 10 school days before the hearing |
| **Evidence and papers for the hearing**1. Date by which evidence must be submitted by appellants;
2. Date by which evidence must be submitted by the admission authority
3. Date by which the Clerk sends appeal papers to the parents, the panel and the admission authority
 | At least 10 school days before the appeal hearing |
| **Additional evidence from the appellants**Sometimes appellants wish to provide additional information after seeing all the papers | At least 5 school days before the appeal hearing |
| **Decision** Decision letters sent to the Appellants. (The letter that informs the appellant if their appeal has been upheld or refused.) | Within 5 school days of the appeal hearing (whenever possible) |