

**School Admissions Appeals Timetable**

*Applies to appeals lodged between 1st March 2023 and 28th February 2024*

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| ***Action*** | ***Deadline*** |
| *Admission Authority to publish appeals timetable to include:* | *28th February 2023* |
| *Deadline for a parent to submit an appeal (at least 20 school days from the date of notification that their application was unsuccessful)* | *23rd May 2023* |
| *Notice of appeal hearing* | ***At least 10 school days*** *prior to the appeal hearing* |
| ***Appellants (usually the parents) to submit their evidence*** | ***8 school days*** *prior to the appeal hearing* |
| *Admission Authority (the school) to submit their evidence* |
| *The Clerk (the person organising the appeal) to send appeal papers to parents, the panel and the school* |
| *Additional evidence from the appellants or the Admission Authority* | ***2 school days*** *prior to the appeal hearing* |
| Decision letter sent to appellants to inform if their appeal has been upheld or refused | *Within* ***5 school days*** *of the appeal hearing* |
| For applications made in the normal admission rounds appeal, the appeal hearing must take place (within 40 school days from the deadline for lodging appeals) | *21st July 2023* |
| For late applications, the appeal hearing must take place | *Within* ***40 school days*** *from the deadline for lodging appeals or within* ***30 school days*** *of the appeal being lodged* |
| For In-Year and Late applications, appeals must be heard | *Within* ***30 school days*** *of the appeal being lodged* |

**Admission Appeals:**

* **MUST ALWAYS be heard by a properly trained, competent, experienced and knowledgeable independent panel.**
* **Have an Independent Clerk to the Appeal Panel present, who has a clear understanding and knowledge of the Schools Admissions Code and School Admissions Appeals Code and can offer guidance to the panel.**