

School Admissions Appeals Timetable
Applies for appeals lodged between 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:

1. Lodging an appeal before 16 May - Transferring to Reception September

| | | |
|--|---|---|
| For an admission application refusal decision notified on 16 April | Appeal Deadline: Appeal Form to be submitted to the School Office by 16 May | Appeal hearing will take place within 40 school days of the appeal deadline |
|--|---|---|

2. Lodging an appeal after 16 May - Transferring to Reception September

It may be possible for appeals lodged after the appeal deadline (16 May) to take place at the same time as those lodged before the deadline, providing there is sufficient time to make the appropriate arrangements. Otherwise, appeals lodged after 16 May will be heard within 30 school days of receipt of the appeal form.

3. Lodging and appeal in connection with an admission application for a place required during the academic year (In-Year admission)

An appeal may be lodged at 'anytime' following an In-Year admission decision, but not beyond the school year in question. An appeal hearing will be scheduled to take place within 30 school days of receipt of the appeal form.

4. Administrative timetable

| | |
|---|---|
| Identification and appointment of an independent appeal clerk and appeal panel members | As soon as possible after receipt of the appeal form |
| Appellant(s) will be notified of the date and time of the appeal hearing and the names of the independent appeal panel members Appellants may waive this right of notice | At least 10 school days before the appeal hearing is to take place |
| The Appeal Clerk will provide all parties to the appeal hearing, with all the relevant appeal information. This will include a statement prepared by the Admissions Authority to explain the reasons for refusal | No less than 5 school days before the appeal hearing is to take place |
| Further (new) information relevant to the appeal may be submitted to the clerk for distribution. Information submitted after this deadline will be included only at the discretion of the Chair of the Appeal Panel | Up to two school days before the appeal hearing is to take place |
| The decision of the Appeal Panel will be notified to the appellant(s) in writing | Within five school days following the appeal hearing |