

School Admission Appeals Timetable
Applies for appeals lodged between 1 March 2016 – 28 February 2017

School Admission appeals are administered in accordance with the requirements of the 2012 School Admission Appeals Code issued by the Department for Education. Parents who apply for their child to attend our School and whose admission application is refused, will have the legal right to appeal that decision. Parents who choose to appeal, must 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 Admissions Committee will make arrangements for an appeal hearing to take place before an independent Appeal Panel.

Please note:

The timetable differs depending on whether the original admission application was for a child to start School for the first time in September 2016 ('normal round' admission application), or to join the School during the academic year ('in-Year' admission application).

The following timetable applies:

1. Appeals lodged in connection with Starting School in September 2016

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| For an admission decision notified on 16 April 2016 | <u>Appeal Deadline:</u> Appeal Form to be submitted to the School Office or Local Authority by 16 May 2016 | Appeal hearing will take place within 40 school days of the appeal deadline |
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2. Appeals lodged after 16 May 2016 for Starting School in September 2016

It may be possible for appeals lodged after the appeal deadline, 16 May 2016, to take place at the same time as those lodged before the deadline, where there is sufficient time to make the appropriate arrangements. Otherwise, appeals lodged after 16 May 2016 will be heard within **30 school days** of receipt of the appeal form

3. Appeals lodged in connection with applications for places 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 academic 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

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| Identification and appointment of independent appeals 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 his/her 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 | Approximately 10 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 <u>only</u> at the discretion of the Chair of the Appeal panel | Up to three 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 |