

School Admission Appeals Timetable

Applies for appeals lodged between 1 March – 28 February

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 transfer school in September ('normal round' Reception admission application), or to join the School during the academic year ('in-Year' admission application).

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	