

Education Appeals Timetable 2016/17

In accordance with the School Admission Appeals Code, the Governing Body as the admission authority for Trust Schools, Voluntary Aided Schools and Academies must set a timetable for organising and hearing education appeals. The following timetable will apply to appeals for admission to Trust Schools, Voluntary Aided Schools and Academies in the academic year 2016/17.

	Middle and High Schools	First and Primary Schools
Offer Day – the day letters are sent out informing parents of the school at which they have been offered a place.	Tuesday 1 March 2016	Monday 18 April 2016
Deadline for the receipt of appeals.	Monday 18 April 2016	Friday 20 May 2016
Deadline for appeals to be heard.	Wednesday 22 June 2016	Wednesday 20 July 2016
Appeals will be heard between:	Monday 9 May 2016 and Wednesday 22 June 2016	Monday 13 June 2016 and Wednesday 20 July 2016

Appeals in respect of late applications will generally be heard within 30 school days of the appeal being lodged. Appeals in respect of in-year applications will be heard within 30 school days of receipt.

Appellants (the person(s) lodging an appeal) will receive written notification of the date, time and venue of the appeals panel appointed to hear their appeal at least 10 school days before the hearing.

Appellants and the admission authority must provide the clerk to the appeals panel with any documents they wish to submit to the panel no later than 6 working days before the appeals hearing.

The clerk to the panel will send to the panel, the appellants and the admission authority all the documentary evidence to be considered at the hearing at least 5 working days before the hearing.

The clerk to the panel will notify the appellants and the admission authority of the panel's decision and the reasons for the decision in writing within 5 school days of the conclusion of the hearing wherever possible.

For further information please contact:
The Clerk to the Education Appeals Panel
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