

Admission appeals timetable

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Action	Deadline
Local Authority publishes appeals timetable to include:	28 February.
For a parent to submit an appeal.	At least 20 school days from the parent receiving notice of the refusal of a school place.
Notice of the appeal hearing.	At least 10 school days before the appeal hearing.
Appellants (usually the parents) to submit evidence.	8 school days before the appeal hearing.
Admission Authority (the school) to submit their evidence.	8 school days before the appeal hearing.
The clerk (person organising the appeal) sends appeal papers to the parents, the panel and the school.	5 school days before the appeal hearing.
Additional evidence from the appellants: sometimes the appellants want to provide additional information after seeing all the papers.	5 school days before the appeal hearing.
Decision letters sent to the appellants: this is the letter that tells the appellant if their appeal has been upheld or refused.	Within 5 school days of the hearing (wherever possible).
For applications made in the normal admission round appeals must be heard.	Within 40 school days of the deadline for lodging appeals (see 1. above).
For in year and late applications: those that came in after the deadline and have not been decided by the offer date. Appeals must be heard.	Within 30 school days of the appeal.