

APPEALS TIMETABLE 2018-2019

ON TIME APPLICATIONS (received by 31/10/2018)	KEY DATES/DEADLINES	NOTES
National Offer Day	Friday, 1 st March 2019	
Final date for Parents/Carers to request an appeal form.	Friday, 29 th March 2019	
Date by which completed appeal form and any supporting evidence should be returned.	Friday, 3 rd May 2019 (12noon)	Appeals submitted after this date will be heard within 40 days of receipt of the appeal form as per 2.4 of the School Admission Appeals Code (2012).
Appeal Hearings	Monday, 17 th and Tuesday, 18 th June 2019	Additional supporting evidence (for both the admission authority and the appellant) must be submitted no later than 7 days before the appeal hearing or may not be considered by the panel (2.10 School Admission Appeals Code).

LATE APPLICATIONS (Those received after 01/11/2018)	DEADLINES	NOTES
Appeals heard	Within 40 school days of the deadline for appeals wherever possible, or 30 school days of the appeal being lodged.	2.3b School Admission Appeals Code (2012).

SIXTH FORM APPEALS	DEADLINES	NOTES
Offer of place conditional on examination results	Within 30 school days of confirmation of those results.	2.3c(i) School Admission Appeals Code (2012)
Offer of place not conditional upon examination results	Within 40 school days of the deadline for lodging appeals.	2.3c(ii) School Admission Appeals Code (2012)

IN-YEAR APPLICATIONS	DEADLINES	NOTES
Appeals heard	Within 30 school days of the appeal being lodged.	2.3d School Admission Appeals Code (2012)

Decision letters for all heard appeals will be sent within FIVE school days of the hearing wherever possible.

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***If an appellant wishes to submit further evidence which was not included with their initial appeals they should do this as soon as possible. Appellants are strongly urged to submit all evidence in good time so that it can be posted to, and considered by, the Panel. However, they must make sure that it is received at least 7 days prior to the hearing date.**

The Appeal Panel must decide whether any material not submitted by the specified deadline is to be considered, taking into account its significance and the effect of a possible need to adjourn the hearing.

Current Appeal Procedures

The conduct of an Appeals Panel is governed by the DfE School Admission Appeals Code of Practice.

This is a summary of current procedures:

- An appeal must be submitted in writing setting out the grounds on which it is made.
- Parents must be given the opportunity to attend and speak to the meeting.
- The appeal will be heard in private and be conducted in an informal atmosphere.
- The Appeal Panel will weigh-up the case submitted by the parent/carer against the case made by the School (which is normally that the School is full and to admit more pupils would cause prejudice).
- The Appeal Panel's decision is binding on the Authority and the School.

If you consider that the Panel acted improperly or unreasonably in handling your case you can make your complaint to:

Academy Admission Appeal Complaints

Academies Central Unit

Education Funding Agency

8th Floor Earlsdon Park

Butts Road

Coventry CV1 3BH

<http://www.education.gov.uk/>