

### **Appeals Timetable – In Year Admissions**

Parents who wish to appeal against the decision of the Governing Body to refuse their child a place in school should make that appeal request in writing to the Chair of Governors at the school address. Appeals will be heard by an independent panel.

Deadline for lodging appeals	Within 30 school days from date of notification that application was unsuccessful
Appeals will be heard	Within 30 school days of deadline for appeals
Notice of appeal hearing	At least 10 school days notice
Deadline for governing body to submit evidence for appeal	At least 10 school days before hearing
Deadline for sending appeal evidence to all parties	At least 10 school days before hearing
Deadline for applicant to submit additional information	5 school days prior to hearing
Decision letter issued	Within 5 school days

### **Reception Appeals Timetable 2018-2019**



<b>PRIMARY ROUND OF ADMISSIONS</b>	
Date of allocation of places	<b>Monday 16th April 2018</b> (Letters will be sent 2nd class or email sent out)
Deadline for lodging appeals and providing evidence to support the appeal (if appropriate)	<b>Thursday 17th May 2018</b>
Appeals will be heard by	<b>Wednesday 20th June 2018</b> <b>Thursday 21st June 2018</b> (possible third date to be added) Royal Court Hotel, Coventry
Notice of appeal hearing	At least ten school days notice
Deadline for governing body to submit evidence for the appeal	<b>Wednesday 6th June 2018</b> (if posting allow time to arrive by this date)
Deadline for sending appeal papers to all parties	No later than 10 school days before the appeal hearing
Deadline for appellant to submit additional evidence	Five school days before the appeal hearing. Information or evidence not submitted by the deadline might not be considered at the appeal
Late applications for appeal will be heard by	At the same time as previously scheduled appeals or within 30 school days of appeal being lodged
Decision letters sent to appellant	Normally with five days