SCHOOL ADMISSIONS AND APPEALS TIMETABLE 2015

**In Year Appeals**Appeals resulting from In Year admission applications will be heard within 30 school days of the appeal being lodged.

**September 2015 entry**Appeals resulting from Secondary Transfer and Under 11 applications for admission in September 2015 will be heard according to the following timetable:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Allocation** | **Appeals lodged by** | **Appeals to be heard between** |
| **Secondary Transfer** | 2 March 2015 | 4pm on 2 April 2015 | 7 May – 18 June 2015 (excluding 25-29 May) |
| **Under 11s** (Primary Reception, Junior and Middle) | 16 April 2015 | 4pm on 19 May 2015 | 22 June - 17 July 2015 |

**Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date.**Appellants will be sent notification of their appeal hearing at least 10 clear school days in advance of the hearing.

Appellants will be sent a copy of the school's case at least 7 clear working days in advance of the hearing.

**Additional supporting information**

If an appellant wishes to submit further evidence, which was not included with their initial appeal, they should ensure this is received at least **7 clear working days** (not counting the day of postage or the hearing) in advance of your appeal.

Only a short document, such as a doctor’s letter not previously available, will be accepted up to 4 clear working days prior to the hearing.  **Any additional evidence or information received after this deadline will not be circulated and may not be considered at the hearing.**