

School Admission Appeals Timetable

1 March 2017 – 28 February 2018

School Admission appeals are administered in accordance with the requirements of the 2012 School Admission Appeals Code issued by the Department for Education. Parents whose admission application is refused will have the legal right to appeal that decision. To lodge an appeal, complete and return the Appeal Form which can be downloaded from the School website or requested from the School Office.

On receipt of the completed Appeal Form, the Admission Authority will arrange for an appeal hearing to take place before an independent Appeal Panel. The timetable differs depending on when the appeal is lodged and whether it relates to an application to transfer to the school in September 2017 or to join the School during the academic year.

The following timetable applies:

Transferring School in September 2017 – Admission decisions issued on 1 March 2017

For an appeal Form submitted to the School Office by 29 March 2017	An appeal hearing will take place within 40 school days of 29 March 2017
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Transferring School in September 2017 – For appeals lodged after 29 March 2017

It may be possible for appeals lodged after 29 March 2017 to take place at the same time as those lodged before this deadline, providing there is sufficient time to make the appropriate arrangements. Otherwise, appeals lodged after 29 March 2017 will be heard within **30 school days** of receipt of the appeal form

Lodging and appeal relating to an In-Year Admission Application decision

An appeal may be lodged within **30 school days** of the admission decision being issued. An appeal hearing will be scheduled to take place within **30 school days** of receipt of the completed appeal form

4. Administrative timetable

Identification and appointment of independent appeals clerk and appeal panel members	As soon as possible after receipt of the appeal form
The appeal clerk will notify appellants of the date and time of the appeal hearing and the names of the independent appeal panel members. Appellants choose to waive this right of notice.	Posted out at least 10 school days before the appeal hearing is to take place
The appeal clerk will issue a written statement prepared by the Admissions Authority to explain the reasons for refusal	Posted out at least 5 school days before the appeal hearing is to take place
Additional information relevant to the appeal may be submitted to the clerk for distribution. Information submitted after this deadline will not be considered unless the chair of the appeal panel specifically agrees to this.	Up to two school days before the appeal hearing is to take place
The decision of the Appeal Panel will be notified to the appellant(s) in writing.	Posted out within five school days following the appeal hearing