

ST JOHN BAPTIST CE PRIMARY SCHOOL



Timetable for Primary School Appeals for entry to school September 2019

ACTION	DEADLINE
Date by which an appeal must be submitted	At least 20 school days from the date of notification to parent of the refusal of a place. Closing date for appeals Thursday 23 rd May 2019
Notice of the date of the appeal hearing	At least 10 school days before the hearing
Evidence and papers for the hearing (i) Date by which evidence must be submitted by appellants; (ii) Date by which evidence must be submitted by the admission authority (iii) Date by which the Clerk sends appeal papers to the parents, the panel and the admission authority	The governing body must set reasonable deadlines – the following is a suggestion: 10 school days before the appeal hearing
Additional evidence from the appellants Sometimes appellants wish to provide additional information after seeing all the papers	5 school days before the appeal hearing
Decision Decision letters sent to the Appellants. (The letter that informs the appellant if their appeal has been upheld or refused.)	Within 5 school days of the appeal hearing (whenever possible)

For applications made in the normal admissions round, appeals must be heard within **40 school days** of the deadline for lodging appeals.

For in-year and late applications, appeals must be heard within **30 school days** of the appeal being lodged.