Appeals Timetable

Xxx **Insert School Name** xxx

**ONLY INCLUDE THE PRIMARY/SECONDARY SECTION BELOW RELEVANT TO YOUR SCHOOL. ALL THROUGH SCHOOLS WITH ENTRY IN BOTH AGE RANGES SHOULD LIST BOTH TIMETABLE SECTIONS. ALL SCHOOLS SHOULD INCLUDE THE GENERAL INFORMATION UNDERNEATH.**

**Secondary School age places – Year 7 and Year 12 – September 2021**

Offer letters posted to parents/carers on

National Offer Day by Local Authority 1 March 2021

Deadline for acceptance of offer

By parent/carer 15 March 2021

Deadline for lodging an on-time admission appeal 1 April 2021

Appeal Hearing Dates Between 4 May and 30 June 2021

**Primary School Age places – Year R, Year 3 and Middle school – September 2021**

Offer letters posted to parents/carers on

National Offer Day by Local Authority 16 April 2021

Deadline for acceptance of offer

By parent/carer 30 April 2021

Deadline for lodging an on-time admission appeal 18 May 2021

Appeal Hearing Dates Between 8 June and 30 July 2021

**GENERAL**

* Due to the current Coronavirus Pandemic, in line with legislation, all appeals lodged before 30 September 2021 are being heard based on written information only.
* Appeals lodged after these dates will be heard as soon as reasonably practicable.
* You will receive at least 14 calendar days’ notice of your appeal hearing date.
* Appeals are normally heard during the daytime on weekdays and are not normally heard during school holidays unless essential to avoid un-necessary delays.
* Where there are a number of parents all appealing for places at the same school, the hearings may go over a number of days.
* The school’s case will be dispatched to parents and Panel members at least 7 calendar days before the start of the appeal hearing.
* The Panel will set a deadline for any additional evidence to be received.
* Following the hearing, decision letters will be sent, where possible, within 7 calendar days of the end of the hearing. During busy periods, such as main entry, full decision letters may take longer than this, so the Clerk will send a brief decision summary letter in the interim.
* Appeal hearings for in-year places will be heard as soon as reasonably practicable, based on written information only.