



# SCHOOL ADMISSION APPEALS TIMETABLE

## In Year Appeals

Appeals resulting from in year admission applications will be heard within 30 school days of the appeal being lodged

## September 2018 Entry

Appeals resulting from secondary transfer and under 11's applications for admission in September 2018 will be heard according to the following timetable:

	Allocation day	Appeals lodged by	Appeals to be heard between
Secondary Transfer	1 March 2018	4pm on 29 March 2018	30 April – 15 June 2018 (excluding 28 <sup>th</sup> May to 1 <sup>st</sup> June)

- Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, which ever 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 7 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.

Please remember that any confidential medical/social evidence submitted to the Admission Authority (AA) in support of your application will not be provided to an appeal panel. If you wish to rely on this in support of your appeal you will need to submit this documentation to the appeals team.

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.**



## **CONTINUING INTEREST DATES – SECONDARY TRANSFER**

<b>DATE</b>	<b>EVENT</b>
<b>1 – 15 March 2018</b>	Continuing interest lists are created.  Applicants that didn't get any higher preference schools will automatically roll onto the continuing interest list for those schools.
<b>1 – 8 March 2018</b>	Continuing interest applications open.  You can add new school preferences for the first continuing interest run.
<b>15 March 2018</b>	<b>Last date for accepting the place offered.</b>  Online applicants must accept the place online.  Paper applicants should return their response form to the Admissions and Transport team.
<b>19 – 23 March 2018</b>	<b>First continuing interest run.</b>  The School will contact you with an offer of a new school place, if you're successful at this first continuing interest run.
<b>26 March – 6 April 2018</b>	Continuing interest applications open again.  You can add new school preferences for the second continuing interest run.
<b>29 March 2018 (by 4pm)</b>	Last date to register an appeal.
<b>6 April 2018</b>	Last date to register a change of preferences or for new applications to be added for the second continuing interest run.
<b>23 – 27 April 2018</b>	<b>Second (and final) continuing interest run.</b>  The School will contact you with an offer of a new school place, if you're successful at this second continuing interest run.
<b>May – August 2018</b>	If school vacancies occur, places will be filled on an ad-hoc basis from remaining continuing interest lists. Should your daughter qualify for a place, you will be contacted by the School.



DATE	EVENT
<b>30 April – 15 June 2018</b>	School place appeals take place during this period.
<b>End of July (date to be confirmed)</b>	To retain your continuing interest, you will need to make an in year application as the existing continuing interest lists will be erased at the end of the academic year.  The School will contact you in July in this regard.