



## **Admission Appeals Timetable**

### **Secondary School**

- Secondary School Allocation Day – Thursday 1 March 2018.
- Deadline for Receipt of a Secondary School Admission Appeal Form – Tuesday 3 April 2018.
- Secondary School Admission Appeals must be heard within 40 school days of deadline to lodge appeal and will be held between Tuesday 8 May and Friday 15 June 2018.
- Notification of appeal hearing date – At least 10 school days before the appeal hearing.
- Deadline for the Admission Authority to submit their case papers to the Clerk to the Independent Appeals Panel – At least 9 working days before the date of the appeal hearing.
- Clerk to send appeal papers to Appellants, Panel and the Admission Authority – At least 7 working days before the date of the appeal hearing.
- Deadline to submit additional information to the Clerk to the Independent Appeals Panel – At least three days prior to your appeal date.
- Decision Letter sent to appellants and Admission Authority within 5 school days of the decision being made.

## **In Year Appeals**

- Deadline for Receipt of an In Year Admission Appeal Form – Within 25 school days of the date of your refusal letter.
- In Year Appeals will be held within 30 school days of the appeal being lodged.
- Notification of Appeal Hearing date – At least 10 school days before the appeal hearing.
- Deadline for the Admission Authority to submit their case papers to the clerk to the Independent Appeals Panel – At least 9 working days before the date of the appeal hearing.
- Clerk to send appeal papers to Appellants, Panel and the Admission Authority – At least 7 working days before the date of the appeal hearing.
- Deadline to submit additional information to the Clerk to the Independent Appeal panel – At least 3 days prior to your appeal date.
- Decision Letter sent to appellants and Admission Authority within 5 school days of the decision being made (usually within one school day of the decision being made).