

School Admission Appeals Timetable

For In-Year Admission Application Appeals Applicable between 1 March 2024 and 28 February 2025

School Admission appeals are administered in strict accordance with the requirements of the 2022 School Admission Appeals Code issued by the Department for Education. Every parent/carer whose admission application is refused has the lawful right to appeal that decision before an independent Appeal Panel. To lodge an appeal, the applicant responsible for the admission application must complete and return the Appeal Form, which can be downloaded from the school website or requested from the Main Reception 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.

Starting School in September 2024 – For admission decisions issued on 16 April 2024.

For an Appeal Form submitted to the School Office by
17 May 2024.

An appeal hearing will be scheduled to take place within **40 school days** of 17 May 2024.

Starting School in September 2024 – For appeals lodged after 17 May 2024.

Where possible, appeals lodged after 17 May 2024 will 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 17 May 2024 will be heard within **30 school days** of receipt of the completed Appeal Form.

Lodging and appeal relating to an In-Year admission application decision

The appeal may be lodged within **30 school days** of the admission decision being issued in writing. An appeal hearing will then be scheduled to take place within **30 school days** of receipt of the completed Appeal Form

Administrative timetable

Appointment of an independent Appeals Clerk and independent Appeal Panel (a minimum of three trained persons satisfying the requirements of the 2012 School Admission Appeals Code)

To be undertaken by the Admission Authority as soon as possible after receipt of the completed Appeal Form

The Appeals Clerk will notify appellants of the date and time of the appeal hearing and the names of the independent Appeal Panel members

By letter posted at least **14 calendar days** before the appeal hearing is to take place (appellants may choose to waive this right of notice).

The Appeals Clerk will issue a written statement prepared by the Admissions Authority to explain the reasons for refusal and how the published Admission Arrangements have been applied

By letter posted at least **7 calendar days** before the date on which the appeal hearing is scheduled to take place

Additional information relevant to the appeal may be submitted to the Appeals Clerk for distribution to all parties.

May be submitted up to **5 calendar days** before the date on which the appeal hearing is scheduled

The decision of the Appeal Panel will be notified to the appellant(s) in writing.

By letter posted within **7 calendar days** of the appeal hearing taking place