

## Admission Appeals Timeline 2016

### *For secondary school entry into Year 7 in September 2016*

| <b>Date</b>                          | <b>Event</b>  |
|--------------------------------------|---|
| Tuesday 1 March                      | First round allocation day (for on-time applications, received by 2 November 2015)    |
| Wednesday 13 April                   | Deadline for first round of secondary appeals   |
| Wednesday 27 April-Wednesday 15 June | First round of secondary appeals heard  |
| Friday 6 May                         | Second round allocation day (for applications received 3 November 2015-21 March 2016) |
| Friday 10 June                       | Deadline for second round of secondary appeals  |
| Monday 27 June-Friday 16 September   | Second round of secondary appeals heard   |

### *For primary school entry into Reception in September 2016*

| <b>Date</b>                          | <b>Event</b>  |
|--------------------------------------|---|
| Monday 18 April                      | First round allocation day (for on-time applications, received by 15 January 2016)    |
| Wednesday 17 May                     | Deadline for submitting primary (first round) appeals                                 |
| Monday 13 June-Monday 18 July        | First round of primary appeals heard  |
| Monday 13 June                       | Second round allocation day (for applications received 3 November 2015-21 March 2016) |
| Monday 11 July                       | Deadline for submitting primary (second round) appeals                                |
| Monday 5 September-Monday 17 October | Second round of primary appeals heard   |

### ***All other appeals***

Heard within 30 school days of being lodged (school days do not include weekends; INSET days; holidays.)

For a detailed explanation of the timeline, with notes, please see below.

| <p align="center"><b><u>Secondary School Appeals</u></b><br/> <b>Re On-Time applications</b><br/> <b>(received by 2/11/15)</b></p> | <p align="center"><b>KEY DATES / DEADLINES</b></p>       | <p align="center"><b>Notes</b></p>  |
|--|--|---|
| Allocation Day   | Monday 2 March 2016                                      |   |
| <p><b><u>Deadline</u></b>* for receipt of appeal form (20 school days from allocation day)</p>                                     | Wednesday 13 April 2016                                  | *Appeals will be accepted after this deadline but they may be heard with any late application appeals   |
| Appeals heard between (Must be heard within 40 school days of deadline to lodge appeal)  | Wednesday 27 April and Wednesday 15 June 2016            |   |
| <p align="center"><b>Re: Late Applications</b><br/> <b>(received 3/11/15 – 21/03/16)</b></p>                                       | <p align="center"><b>KEY DATES / DEADLINES</b></p>       | <p align="center"><b>Notes</b></p>  |
| Allocation Day   | Friday 6 May 2016  |   |
| <p><b><u>Deadline</u></b>* for receipt of appeal form (20 school days from allocation day)</p>                                     | Friday 10 June 2016                                      | *Appeals will be accepted after this deadline but they may be heard with any later application appeals  |
| <p>Appeals heard between .....</p> <p>(Must be heard within 40 school days of deadline to lodge appeal)</p>                        | Monday 27 June and Friday 16 September <sup>^</sup> 2016 | ^If appellants waive right to notice of hearing, appeals may be heard sooner where possible   |
| <p align="center"><b>Re: Later Applications</b><br/> <b>(received 22/03/16 – 01/09/16)</b></p>                                     | <p align="center"><b>DEADLINE</b></p>                    | <p align="center"><b>Notes</b></p>  |
| Appeal heard within.....   | 30 school days of appeal being lodged                    | Where an appeal in this category would have to be heard before any appeals for applications received 2/11/15 – 21/03/16 by applying the deadline of 30 school days, any such appeal would be heard at the same time as or after the other appeal(s) |

|  |                                       |   |
|--|---------------------------------------|---|
|  |                                       | otherwise an injustice could occur and could be unfair.   |
| <b>Re: In Year Applications<br/>(received 02/09 – 20/07)</b> | <b>DEADLINE</b>                       | <b>Notes</b>  |
| Appeals heard within.....                                    | 30 school days of appeal being lodged | These appeals will not be heard before any later application appeals for same year group at a school. |

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|--|---|---|
| <b><u>Primary School Appeals</u></b><br><b>Re: On-Time Applications<br/>(received by 15/01/16)</b> | <b>KEY DATES /<br/>DEADLINES</b>  | <b>Notes</b>  |
| Allocation Day   | Monday 18 April 2015  |   |
| <b><u>Deadline</u></b> * for receipt of appeal form (20 school days from allocation day)           | Wednesday 17 May 2015   | *Appeals will be accepted after this deadline but they may be heard with any late application appeals   |
| Appeals heard between .....<br>(Must be heard within 40 school days of deadline to lodge appeal)   | Monday 13 June and Monday 18 July 2015                                  |   |
| <b>Re: Late Applications<br/>(received 16/01/16 – 09/05/16)</b>                                    | <b>KEY DATES /<br/>DEADLINES</b>  | <b>Notes</b>  |
| Allocation Day   | Monday 13 June 2016   |   |
| <b><u>Deadline</u></b> * for receipt of appeal form (20 school days from allocation day)           | Monday 11 July  | *Appeals will be accepted after this deadline but they may be heard with any late application appeals   |
| Appeals heard between .....<br>(Must be heard within 40 school days of deadline to lodge appeal)   | Monday 5 September <sup>^</sup> and Monday 17 October <sup>^</sup> 2016 | <sup>^</sup> If appellants waive right to notice of hearing, appeals may be heard sooner where possible |
| <b>Re: Later Applications<br/>(received 10/05/16 –</b>   | <b>DEADLINE</b>   | <b>Notes</b>  |

|  |                                       |  |
|--|---------------------------------------|--|
| <b>01/09/16)</b>   |                                       |  |
| Appeals heard within.....                                | 30 school days of appeal being lodged | Where an appeal in this category would have to be heard before any appeals for applications received 16/01/15 – 07/05/15 by applying the deadline of 30 school days, any such appeal would be heard at the same time as or after the other appeal(s) otherwise an injustice could occur and could be unfair. |
| <b>Re: In Year Applications (received 02/09 – 20/07)</b> | <b>DEADLINE</b>                       | <b>Notes</b>   |
| Appeals heard within.....                                | 30 school days of appeal being lodged | These appeals will not be heard before any later application appeals for same year group at a school   |

|   |   |
|---|---|
| <b>Sixth Form Appeals</b>   |   |
| NB These include pupils transferring from Year 11 to Year 12 in same school |   |
| <b>CONDITIONALITY of OFFERS</b>   | <b>DEADLINE</b>   |
| Where the offer of a place is conditional on exam results                   | Within 30 school days of confirmation of exam results           |
| Where offer of a place <b>not</b> conditional on exam results               | Within 40 school days of the deadline given for lodging appeals |

**Notes:**

| <b>Activity</b>                                      | <b>Timescales</b>   | <b>Notes</b>   |
|--|---|--|
| Notification of hearing date .....                   | At least 10 <b>school</b> days <sup>^</sup> before hearing date unless waive rights to full notice period | <sup>^</sup> Unless waive right to this period of notice |
| <b><u>Deadline</u></b> for AA* to submit case papers | At least 9 working days before date of hearing  | *AA = Admission Authority                                |

|   |   |  |
|---|---|--|
| AA* case papers sent to appellants, panel and clerk .....                       | At least 8 working days before date of hearing  | *AA = Admission Authority  |
| <b>Deadline**</b> for receipt of appellants' additional evidence/information    | 5 working days before date of hearing   | <b>** IMPORTANT:</b> Where full grounds, additional evidence / information is received <u>after this deadline</u> , the Panel must decide (at start of hearing) whether any of this information is to be considered, taking into account its significance and the effect of a possible need to adjourn the hearing.<br><br>To be certain all information / evidence is taken into account, it <b>must</b> be received by the specified deadline! |
| Appellant's additional evidence / information sent to AA, panel and clerk ..... | 4 working days before date of hearing   |  |
| Short decision letter sent .....  | Within 1 working day of decision being made   |  |
| Full decision letter (with reasons) sent .....                                  | Within 5 working days of decision being made but, e.g. where several appeals for same school, this may be extended to 20 working days |  |