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Admission Appeals Timeline 2019/20

Please note that appeals are **not** ordinarily held during school holidays

For secondary school entry into Year 7 in September 2019

Date	Event
Friday 1 March 2019	First round allocation day (for on-time applications, received by 31 October 2018)
Friday 29 March 2019	Deadline for submitting first round of secondary appeals
Monday 29 April-Tuesday 18 June 2019	First round of secondary appeals heard
Wednesday 8 May 2019	Second round allocation day (for applications received 1 November 2018-21 March 2019)
Wednesday 12 June 2019	Deadline for second round of secondary appeals
Wednesday 26 June-Monday 16 September 2019	Second round of secondary appeals heard

Please note that appeals are **not** ordinarily held during school holidays

All other appeals

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

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<u>Secondary School Appeals</u> Re On-Time applications (received by 31/10/18)	KEY DATES / DEADLINES	Notes
Allocation Day	Friday 1 March	
<u>Deadline</u> * for receipt of appeal form (20 school days from allocation day)	Friday 29 March	*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)	Monday 29 April and Tuesday 18 June	
Re: Late Applications (received 1/11/18 – 21/03/19)	KEY DATES / DEADLINES	Notes
Allocation Day	Wednesday 8 May	
<u>Deadline</u> * for receipt of appeal form (20 school days from allocation day)	Wednesday 12 June	*Appeals will be accepted after this deadline but they may be heard with any later application appeals
Appeals heard between (Must be heard within 40 school days of deadline to lodge appeal)	Wednesday 26 June and Monday 16 September [^]	[^] If appellants waive right to notice of hearing, appeals may be heard sooner where possible
Re: Later Applications (received 22/03/19 – 03/09/19)	DEADLINE	Notes
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 1/11/18 – 21/03/19 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.
Re: In Year Applications (received 04/09 – 21/07)	DEADLINE	Notes
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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Sixth Form Appeals	
NB These include pupils transferring from Year 11 to Year 12 in same school	
CONDITIONALITY of OFFERS	DEADLINE
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 not conditional on exam results	Within 40 school days of the deadline given for lodging appeals

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Notes:

Activity	Timescales	Notes
Notification of hearing date	At least 10 school days [^] before hearing date unless waive rights to full notice period	[^] Unless waive right to this period of notice
<u>Deadline</u> 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
<u>Deadline</u> ** for receipt of appellants' additional evidence/information	5 working days before date of hearing	<p>** IMPORTANT: 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.</p> <p>To be certain all information / evidence is taken into account, it must be received by the specified deadline!</p>
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	

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