

Admission Appeals Timeline 2016

For secondary school entry into Year 7 in September 2016

Date	Event
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

Date	Event
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"><u>Secondary School Appeals</u> Re On-Time applications (received by 2/11/15)</p>	<p align="center">KEY DATES / DEADLINES</p>	<p align="center">Notes</p>
Allocation Day	Monday 2 March 2016	
<p><u>Deadline</u>* 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">Re: Late Applications (received 3/11/15 – 21/03/16)</p>	<p align="center">KEY DATES / DEADLINES</p>	<p align="center">Notes</p>
Allocation Day	Friday 6 May 2016	
<p><u>Deadline</u>* 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 [^] 2016	^If appellants waive right to notice of hearing, appeals may be heard sooner where possible
<p align="center">Re: Later Applications (received 22/03/16 – 01/09/16)</p>	<p align="center">DEADLINE</p>	<p align="center">Notes</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.
Re: In Year Applications (received 02/09 – 20/07)	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.

<u>Primary School Appeals</u> Re: On-Time Applications (received by 15/01/16)	KEY DATES / DEADLINES	Notes
Allocation Day	Monday 18 April 2015	
<u>Deadline</u> * 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 (Must be heard within 40 school days of deadline to lodge appeal)	Monday 13 June and Monday 18 July 2015	
Re: Late Applications (received 16/01/16 – 09/05/16)	KEY DATES / DEADLINES	Notes
Allocation Day	Monday 13 June 2016	
<u>Deadline</u> * 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 (Must be heard within 40 school days of deadline to lodge appeal)	Monday 5 September [^] and Monday 17 October [^] 2016	[^] If appellants waive right to notice of hearing, appeals may be heard sooner where possible
Re: Later Applications (received 10/05/16 –	DEADLINE	Notes

01/09/16)		
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.
Re: In Year Applications (received 02/09 – 20/07)	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

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

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
Deadline** 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	