

## **IN-YEAR APPEALS TIMETABLE**

- Appeals resulting from in-year admissions deadline for lodging appeals for appellants at least 20 school days from the date of the notification that their application was unsuccessful to prepare and lodge their written appeal.
- If an appellant wishes to submit any supporting evidence after lodging an appeal, they will need to get that to the Appeals Team at least 7 working days before your hearing.
- Appeals resulting from in year admission applications will be heard within 30 school days of the appeal being lodged.
- Appellants will be sent notification of their appeal hearing at least 10 school days in advance of the hearing.
- Appellants will be sent a copy of the school's case 7 working days in advance of the hearing.
- A copy of the appeal papers, including names of the panel members, must be sent to all parties a reasonable time prior to the hearing.
- Appeal decision letters are sent within 5 school days of the hearing wherever possible.