

## School Admission Appeals Code dated 1 February 2012

The Code states that Admission Authorities **must** set a timetable for organising and hearing appeals, and this timetable **must** be published on their website by 28 February each year. I give below a suggested timetable for you to publish on your school website by 28 February 2017.

### Timetable for appeals for admission to Year 7 in September 2017

1 March 2017	Parents and carers will be notified of their child's allocated school.
March 2017	Parents and carers should notify the school of their intention to appeal, and request a Notice of Appeal form. The completed Notice of Appeal form should be submitted to the Clerk to the Independent Admission Appeals Panel, Caldew School, Carlisle Road, Dalston, Carlisle CA5 7NN
30 March 2017	Deadline for lodging appeals with the school.
7 April 2017	Deadline for the Admission Authority to provide the Clerk with a statement giving reasons for the decision to refuse admission.
24 April 2017	Deadline for appellants to submit further evidence not included with initial appeal.
3 May 2017 at 6 p.m.	Stage 1 of the Admission Appeal process. All appellants are requested to attend this session, in order to hear the School's submission.
4 May 2017 5 May 2017	Private individual appeal hearings.
19 May 2017	Appellants to receive notification of the Panel's decision.