

School admission appeals procedure

Secondary admissions in September 2018

The timetable

National Offer Day 1 March 2018

It's important that you read the [School Admission Appeals Booklet](#) before you fill in the appeal form.

Either complete the appeal form online or download and complete the paper form and **return it by 12 April 2018. Appeals will be heard within 40 school days of this date.**

- You will receive at least 10 school days' notice of their appeal hearing, unless you want to waive this right by ticking the appropriate box on the appeal form.
- You must send any additional evidence before the final deadline, which is 7 days before the appeal hearing. The panel will decide whether to consider at the hearing any information or evidence received after that date.
- Decision letters will be sent within 5 school days of the hearing.

For applications received after 31 October 2017 but before 23 March 2018, appeal forms must be received by 11 June 2018. The appeal will then be heard within 40 school days

For applications received after 23 March, the appeal will be heard within 30 school days of receipt of the appeal form. This follows the same timetable as [in-year](#) appeals.

Contact the School Appeal Co-ordinator by -

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