Admission Appeal Timetable

Normal Round

1. Parents have 20 school days to lodge an appeal from date of notification that their application was unsuccessful.
2. The Appeal must be heard within 40 school days of deadline for lodging an Appeal i.e. within 60 school days from date of notification of unsuccessful application.
3. Papers and details such as date, time and venue will be sent to parents at least 10 school days before the Appeal hearing.
4. Parent can send further evidence to the Clerk to the Appeals Panel before the Appeal takes place but no later than 5 school days before.
5. Decision letters will be sent to parents within 5 school days following the Appeal.

Late Applications

1. As above where possible or within 30 school days if the application is later than the timeline above allows. Papers and details such as date, time and venue will be sent to parents at least 10 school days before the Appeal hearing.
2. Parent can send further evidence to the Clerk to the Appeals Panel before the Appeal takes place but no later than 5 school days before.
3. Decision letters will be sent to parents within 5 school days following the Appeal.

In Year Applications

1. Appeals will be heard within 30 school days of the appeal being lodged by the parent.
2. Papers and details such as date, time and venue will be sent to parents at least 10 school days before the Appeal hearing.
3. Parent can send further evidence to the Clerk to the Appeals Panel before the Appeal takes place but no later than 5 school days before.
4. Decision letters will be sent to parents within 5 school days following the Appeal.

Sixth Form Applications

1. Appeals will not be heard before confirmation of exam results on which an offer depends.
2. Appeals will be heard within 30 school days of the appeal being lodged or within 40 school days if the offer is not dependent on exam results.
3. Papers and details such as date, time and venue will be sent to appellant at least 10 school days before the Appeal hearing.
4. Further evidence can be sent to the Clerk to the Appeals Panel before the Appeal takes place but no later than 5 school days before.
5. Decision letters will be sent to parents within 5 school days following the Appeal

Appeals submitted after the above deadlines will still be heard as soon as possible but not necessarily within the above timescales.