

Appeals Timetable – for entry into Year 7 September 2017

Secondary school outcome	Wednesday 1 March 2017
Last date for lodging Appeal forms to the school	Midday Friday 5 May 2017
Appeal Hearing date(s)	June 2017
Notification of hearing date and time	Statutory 10 clear school days' notice before Stage 1 hearing
Sending papers to all parties	7 clear working days' notice before Stage 1 hearing
Last date for parents/carers to submit any additional or supporting evidence	To be RECEIVED by 5 pm on the day preceding 3 clear working days prior to the Stage 1 appeal hearing date.
Letter from Clerk informing you of the decision of the Independent Appeal Panel	5 school days after last Stage 2 hearing
Timetable for appeals lodged after deadlines	Will be heard within 40 school days of the published deadline for lodging appeals or within 30 school days of being lodged, whichever is the later date.

Instruction

- If you wish to appeal against the decision of your child not being offered a place at Archbishop Tenison's CE High School, you should contact the Admissions Officer at the school to request an appeal pack.
- Completed appeal forms should be returned to the Appeals Administrator, at the School address, **by midday on Friday 5 May 2017 at the latest.**
- The School has appointed an Admission Appeals Clerk who is entirely independent of the school. She will appoint an Independent Appeal Panel to hear any appeals that are lodged.
- School statements and appellants' appeal paperwork will be sent to all parties (appellants, the school, panel members and clerk to the panel) at least 7 working days prior to the Stage 1 appeal hearing.
- Having received the papers, the appellants and the School have the opportunity to present any additional evidence. Any additional evidence must be received no later than 5.00pm on the day preceding 3 clear working days before the Stage 1 appeal hearing. If received after that time, the additional evidence may not be considered by the Appeal Panel.

Appeal timetable for all other applications

- An appeal will be heard within 30 school days of an appeal having been lodged. School statements and appellants appeal forms will be sent to all parties (appellants, the School, panel members and the clerk to the panel) at least 7 working days prior to the appeal hearing. Having received the papers, the appellants and the School have the opportunity to present any additional evidence. Any additional evidence must be received no later than 5.00pm on the day preceding 3 clear working days before the appeal hearing. If received after that time, the additional evidence may not be considered by the Appeal Panel.