

Timetable for Appeals

Appeals for Reception September 2017

- Primary Offer Day – Tuesday 18 April 2017
- Deadline for lodging appeals – Monday 22 May 2017
- Appeals received by 22 May 2017 must be heard by Friday 21 July 2017
- Appeals received after 22 May 2017 will be heard by 21 July 2017 where possible, or within 30 school days of the appeal being lodged.

In Year Admissions (outside of the normal round of entry)

In year (or casual) admission appeals must be heard within 30 school days of the appeal being lodged.

All Appeals

The deadline for submitting an appeal to be heard before the start of the new term in September is **Tuesday 22 June 2017**. It may not be possible to hear appeals received after this date prior to the start of term.

Please note no appeals will be heard between **31 July 2017 and 15 September 2017**.

Appeals Process

Your appeal will be acknowledged by letter and email within 5 school days of receipt. If you do not receive an acknowledgement within a week of lodging your appeal, contact us on 0845 155 1793 as a matter of urgency.

Notification of the details of appeal(s) will be sent out by letter and email at least 10 school days before the hearing.

Confirmation of the hearing details and the papers relating to your appeal will be sent out to all parties at least 7 school days before the appeal.

We must receive any additional supporting documents at least 5 school days before the hearing. The appeals service will not accept additional information after this date. If you wish to submit further information after this deadline you must take 6 copies to the hearing and notify the Clerk as soon as possible when you arrive.

Information not submitted in accordance with the above may not be considered at the appeal. The appeal panel will decide whether such material will be considered, taking into account its significance and the effect of a possible need to adjourn the hearing. Therefore, we strongly advise you to comply with this deadline.

The Independent Appeals Panel's decision will be sent to you within 5 school days of the hearing, where possible.

***Appeals for English Martyrs School are arranged by Admissions Team at
Warwickshire County Council***