

SCHOOL ADMISSION APPEAL TIMETABLE 2018

Appeals for normal round of admissions (For Reception and Year 3 places for September 2018)	
Date of allocation of places	Monday 16 th April 2018
Deadline for lodging appeals and providing evidence to support the appeal (if appropriate)	Tuesday 15 th May 2018
Appeals will be heard by	<p>Appeals received by 15th May 2018 will be heard by 16th July. Appeals received after 15th May 2018 will be heard by 16th July. The deadline for submitting an appeal to be heard before the start of the new term in September is Thursday 28 June 2018. It may not be possible to hear appeals received after this date prior the start of term.</p> <p>Please note no appeals will be heard between 31 July 2018 and 20 September 2018.</p>
Appeals process	<p>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 Warwickshire Admissions on 0845 155 1793 as a matter of urgency.</p> <p>Notification of the details of appeal(s) will be sent out by letter and email at least 10 school days before the hearing.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>The Independent Appeals Panel's decision will be sent to you within 5 school days of the hearing, where possible.</p> <p>At least 10 school days notice of the appeal hearing</p>

Appeals for in-year admissions	
Deadline for lodging appeals and providing evidence to support the appeal (if appropriate)	At least 20 school days from the date of notification that the application was unsuccessful
Appeals will be heard	In year (or casual) admission appeals must be heard within 30 school days of the appeal being lodged.
Appeals process	<p>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 Warwickshire Admissions on 0845 155 1793 as a matter of urgency.</p> <p>Notification of the details of appeal(s) will be sent out by letter and email at least 10 school days before the hearing.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>The Independent Appeals Panel's decision will be sent to you within 5 school days of the hearing, where possible.</p> <p>At least 10 school days notice of the appeal hearing</p>