

Admissions appeal timetable.

- Parents, carers, or appellants will have 20 school days from the date of notification that their application was unsuccessful, in order to prepare and submit their written appeal.
- Parents, carers, or appellants will receive written notification of the date and arrangements of their hearing, at least 10 school days before the hearing.
- Bishop King Primary school will allow reasonable deadlines for appellants to submit additional evidence not submitted with the initial appeal but not exceeding 5 days from the original written appeal. This is to allow for admission authorities to submit their evidence, and for the clerk to send the appeal papers to the panel and parties.
- Bishop King Primary school will ensure that the panel clerk sends out the decision letters within 5 school days of the hearing wherever possible.

Bishop King Primary school Admissions panel will hear appeals submitted on time within the following timescales:

- for applications made in the normal admissions round, appeals will be heard within 40 school days from the deadline for lodging appeals.
- for late applications, appeals will be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being submitted.
- for in-year application appeals, the panel will hear appeals within 30 school days of them being submitted.

If Bishop King Primary school receives an appeal after the appropriate deadline, Bishop King Primary school will still arrange for the panel to hear the appeal.