

## Appeals Timetable

### The Bourne Academy

#### **Secondary School places – Year 7 – September 2019**

Offer letters posted to parents/carers on National Offer Day by Local Authority	1 March 2019
Deadline for acceptance of offer By parent/carers	15 March 2019
Deadline for lodging an on-time admission appeal	2 April 2019
Appeal Hearing Dates	Between 7 May and 20 June 2019 (excluding 27-31 May 2019)

#### **GENERAL**

- Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date
- You will receive at least 10 school days' notice of your appeal hearing date. School days do not include school holidays, inset days, bank holidays or weekends.
- Appeals are normally heard during the daytime on weekdays and are not normally heard in school holidays. Where there are a number of parents all appealing for places at the same school, the hearings may go over a number of days.
- The school's case will be dispatched to you and the Panel members at least 5 working days before the start of the appeal hearing
- Additional evidence may be submitted up to 5 working days before the hearing
- Any additional evidence received after this date might not be considered at the appeal hearing. The Appeal Panel must decide whether it should be considered taking into account its significance and the effect of a possible need to adjourn the hearing
- Following the hearing, decision letters will be sent, where possible, within five school days of the end of the hearing
- Appeal hearings for in-year places will be heard within 30 school days of the appeal being lodged.