

# West Hatch High School

## Admission Appeals Timetable 2018/2019

### Year 7 Entry and Mid-Year Entry Appeals

Year 7 entry Appeals must be lodged within 20 school days of being notified that your application was unsuccessful.

Mid-Year Appeals resulting from in year or immediate entry admission applications outside of the normal round of entry will be heard within 30 school days of the appeal being lodged.

#### Year 7, September 2018 entry

Appeals resulting from Year 7 applications for admission in September 2018 will be heard according to the following timetable:

Offer	Appeals lodged by	Appeals to be heard by
1 March 2018	29 March 2018	5 <sup>th</sup> June 2018

#### Late Applications

Appeals arising from late applications must be lodged within 20 school days of being notified that the application was unsuccessful.

In these circumstances appeals will be heard within 40 school days of the deadline for lodging appeals, where possible, or within 30 school days of the appeal being lodged.

#### Late Appeals

Appeals lodged after the relevant time, set out above, will be heard within 40 school days of the appeal being lodged.

#### All Appeals

Appellants will be sent notification of their appeal hearing at least 10 clear school days in advance of the hearing.

Appellants will be sent a copy of the school's case at least 7 clear working days in advance of the hearing.

All papers relating to an appeal will usually be sent to Appeal Panel members at least 5 clear working days prior to the date of the appeal hearing.

Definitions: 'School days' excludes school holiday periods. 'Working days' includes Monday to Friday during school holiday periods.

#### Supporting Documents

When submitting an appeal, appellants should include any documentation on which they wish to rely on for their appeal.

If an appellant wishes to submit further evidence which was not included with their initial appeal form they must make sure that it is received at least three clear working days prior to the Appeal Hearing date. Any additional evidence or information received after this date might not be considered at the appeal hearing. The Appeal Panel must decide whether any material not submitted by the specified deadline is to be considered, taking into account its significance and the effect of a possible need to adjourn the hearing.

Decision letters following an appeal will be sent within 5 school days of the appeal hearing wherever possible.

January 2018