

The following table sets out the timelines within which appeals must be heard.

Appeals resulting from in-year admission applications or immediate entry will be heard within **30 school days** of the appeal being lodged. '**School days**' means any day on which school is conducted.

Appeals resulting from year of entry or transfer applications for admission in September 2024 will be heard according to the following timetable: **Primary School outcome date 16 April 2024.**

ACTION	DEADLINE
Last date for lodging Appeal Forms	Thursday 16 th May 2024
Appeal hearing dates and time	All appeals will be held by 19th July 2024. NB Appeals will not start being heard until after the closing date has passed.
Appellants will be sent notification of their appeal hearing at least ; Evidence and papers for the hearing Date by which the Clerk sends appeal papers including the school's case to the parents, the panel and the admission authority	Statutory 10 clear school days' in advance of the hearing. 7 clear school days in advance of the appeal hearing.
Additional evidence from the appellants If an appellant wishes to submit further evidence which was not included with their initial appeal, they must make sure that it is received no later than: Any additional evidence or information 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.	To be RECEIVED by 5.00pm on the day preceding three (3) clear school days prior to the appeal hearing.
Decision Decision letters sent to the Appellants. (The letter that informs the appellant if their appeal has been upheld or refused.)	5 clear school days after the last appeal hearing (whenever possible)

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.