

# School admission appeals timetable

## In year or immediate entry appeals

Appeals resulting from in year admission applications will be heard within 30 school days of the appeal being lodged.

## September 2017 entry

Saint Michael Catholic Primary School is a Voluntary Aided school. Our appeals are managed by the Surrey Schools Appeals Service.

Appeals resulting from year of entry or transfer applications for admission in September 2017 will be heard according to the following timetable:

School	Offer	Appeals lodged by	Appeals to be heard by
Secondary	1 March 2017	29 March 2017	16 June 2017 (40 School days)
Primary	18 April 2017	17 May 2017	19 July 2017 (40 School days)

Please note, appeals will not start being heard until after the relevant closing date has passed.

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.

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 seven clear working days in advance of the hearing.

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 5pm on the day preceding 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 it should be considered taking into account its significance and the effect of a possible need to adjourn the hearing.