

## Michaela Community School – Appeals Timetable

### Secondary Admissions 2018/19

The application deadline for pupils due to start Year 7 in September 2018 was 31<sup>st</sup> October 2017. Offer of a place will be sent by 1<sup>st</sup> March 2018 for applications made by this deadline.

If your child has not been offered a place at Michaela Community School, the law entitles you the right to appeal. If you wish to appeal, please email the school to request an appeal form. **The deadline to return the appeal form is 29<sup>th</sup> March 2018.**

Details of the appeals timetable are provided in the table below:

Offers sent	1 <sup>st</sup> March 2018
Deadline for lodging appeals	29 <sup>th</sup> March 2018
On time appeals will be heard by	12 <sup>th</sup> June 2018
Appeals lodged after the deadline will be heard by	12 <sup>th</sup> June 2018, where possible, or 30 school days of the appeal being lodged, whichever is the later date
Notification of appeal dates will be provided to parents by	10 school days before the hearing date*
Additional evidence in support of the appeal must be sent to the external agency by	Five working days before the hearing**

\* The independent appeal panel will provide the school's statement of case in the notification sent to parents

\*\* Any evidence not submitted by this deadline may not be considered by the independent appeal panel

### In-Year Admissions 2018/19

Appeals will be heard within 30 school days of the appeal being lodged.