

## Secondary Transfer and Reception Appeals

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

### September 2019 entry

Appeals resulting from secondary transfer and under 11 (Reception) applications for admission in September 2019 will be heard according to the following timetable:

Year Group	Allocation day	Appeals lodged by	Appeals to be heard between
<b>Secondary Transfer</b>	1 March 2019	4pm on 29 March 2019	3 May – 21 June 2019 (excluding 27 – 31 May 2019)
<b>Reception</b>	16 April 2019	4pm on 22 May 2019	20 June – 24 July 2019

- Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 days after 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 working days in advance of the hearing.

### Additional supporting information

If an appellant wishes to submit further evidence, which was not included with their initial appeal, they should ensure this is received at least **seven clear working days**, not counting the day of postage or the hearing, in advance of their appeal.

Please remember that any confidential medical/social evidence submitted to the Admissions Authority (AA) in support of the application will not be provided to an appeal panel. If the appellant wishes to rely on this information in support of the appeal, documentation should be submitted to the appeals team.

Only a short document, such as a doctor's letter not previously available, will be accepted up to four clear working days prior to the hearing. **Any additional evidence or information received after this deadline will not be circulated and may not be considered at the hearing.**