

Shalom Noam Primary School

Admissions Appeals – Timetable

Stage	Timing
Appellant to lodge appeal	<p>Appeal must be lodged 20 school days from the date of notification that the application was unsuccessful.</p> <ul style="list-style-type: none"> • appeals must be submitted in writing (including email); • appeals must be sent to the school office marked for the attention of the Chair of the Admissions Committee.
Notice of hearing of appeal	<p>The Appellant will receive at least 10 school days' notice of their appeal hearing and the arrangements for the hearing.</p> <ul style="list-style-type: none"> • The notification will include a deadline for the submission of any further evidence that was not sent with the initial appeal (see next stage). • The notification will ask the appellant whether they intend to call any witnesses or be represented at the hearing.
Submission of any additional evidence by appellant and by school	<p>Not less than 5 school days before the hearing. Any information or evidence not submitted by the deadline may not be considered at the appeal and it will be for the Appeal Panel to 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.</p>
Hearing of appeal	<p>The fixing of any hearing date will be in accordance with the deadlines set out in the Schools Admissions Appeal Code (2012) – see note below. Where an appeal is lodged after the appropriate deadline a hearing date will be fixed within 30 school days of the appeal being lodged.</p>
Decision	<p>Decision letters will be sent within five school days of the hearing, wherever possible.</p>

Note: In accordance with the School Admissions Appeal Code (2012), para 2.3:

1. For applications made in the normal admissions round, appeals are required to be heard within 40 school days of the deadline for lodging appeals.
2. For late applications, appeals will be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged
3. For applications for in-year admissions, appeals are required be heard within 30 school days of the appeal being lodged.