

School Admission Appeals Code dated 1 October 2022

The Code states that Admission Authorities **must** set a timetable for organising and hearing appeals, and this timetable **must** be published on their website by 28 February each year. I give below a suggested timetable for you to publish on your school website by 28 February 2024.

Timetable for appeals for admission to Year 7 in September 2024

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| 1 March 2024 | Parents and carers will be notified of their child's allocated school. |
| March 2024 | Parents and carers should notify the school of their intention to appeal, and request a Notice of Appeal form. The completed Notice of Appeal form should be submitted to the Clerk to the Independent Admission Appeals Panel, St John Henry Newman Catholic School, Scalegate Road, Carlisle CA2 4NL |
| 29 March 2024 | Deadline for lodging appeals with the school. |
| 13 May 2024 | Deadline for the Admission Authority to provide the Clerk with a statement giving reasons for the decision to refuse admission. |
| 9 May 2024 | Deadline for appellants to submit further evidence not included with initial appeal. |
| Thursday 6 June 2024 | Appeal hearings. |
| Thursday 13 June 2024 | Appellants to receive notification of the Panel's decision. |