

Admission Appeals Timetable – The Viaduct Federation

DATE	EVENT
April (date published by Local Authority)	National Offer Day - primary school places
20 days from the date you received notification that your application was unsuccessful	Primary appeals deadline – completed appeal forms must be <u>received</u> by the appeals team by 12 noon*
June – July of that given year.	Primary admission appeals heard
At least 14 calendar days before start of appeal	Notice of appeal letters sent to parent/s
1 st June	Primary appeals – parents extra evidence deadline – parent/s must ensure that any additional documents/ information in support of their appeal is <u>received</u> by the appeals team by this date or it may not be considered by the Independent Appeal Panel** Deadline for admission authority (primary school) to submit its written case to appeals team**
At least 8 calendar days prior to start of appeal	Case papers are sent by appeals team by post to parent/s, admission authority/school and panel members
No later than 7 calendar days of the appeal decision or, in the case of multiple appeals, within 7 calendar days of all appeal decisions for that school	Decision letter is sent to parent/s and admission authority/school

*For the appeal to be heard before the end of July. Appeals submitted after the deadline dates will be heard from September onwards.

** For appeals submitted after 20 days from National Offer Day parents' extra evidence must be received by the Appeals Team at least 10 calendar days before the appeal begins or it may not be seen by the Appeal Panel. Admission authorities written cases must be submitted to the appeal team at least 10 calendar days before the appeal begins.