

School Admission Appeals Code (dated 1 February 2012)

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 2018.

Timetable for appeals for admission to Year 7 in September 2018

1 March 2018	Parents and carers will be notified of their child's allocated school.
March 2018	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, Cockermouth School, Castlegate Drive, Cockermouth CA13 9HF
30 March 2018	Deadline for lodging appeals with the school.
1 May 2018	Deadline for the Admission Authority to provide the Clerk with a statement giving reasons for the decision to refuse admission.
1 May 2018	Deadline for appellants to submit further evidence not included with initial appeal.
16 May 2018 at 9.30 a.m.	Stage 1 of the Admission Appeal process. All appellants are requested to attend this session, in order to hear the School's submission.
16 and 17 May 2018	Appeal hearings.
25 May 2018	Appellants to receive notification of the Panel's decision.