

## ST MARY'S CATHOLIC PRIMARY SCHOOL MAIDENHEAD

### SCHOOL ADMISSION APPEALS TIMETABLE ( 2016 )

#### In year appeals

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

#### September 2016 entry

**Appeals** for first entry in Reception for admission in September 2016 will be heard according to the following timetable:

	<b>Allocation day</b>	<b>Appeals lodged by</b>	<b>Appeals to be heard between</b>
Primary Reception	<b>15 April 2016</b>	<b>4pm on Monday 16 May 2016</b>	<b>20 June– 15 July2016</b>

- Appeals lodged after 16th May will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date.
- Appellants will be sent notification of their appeal hearing at least 10 working days in advance of the hearing.
- Deadline for the Admission Authority submitting evidence: At least 11 working days before the date of the appeal.
- Appellants will be sent a copy of the Admission Authority's case 7 working days in advance of the hearing.
- Decision letters will be posted out within 5 working days from the date 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 **7 clear working days**, *not counting the day of postage or the hearing*, in advance of your appeal.

Only a short document, such as a doctor's letter not previously available, will be accepted up to 4 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.**

