

ST MARY'S CATHOLIC PRIMARY SCHOOL MAIDENHEAD

SCHOOL ADMISSION APPEALS TIMETABLE (2017)

In year appeals

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

September 2017 entry

Appeals for first entry in Reception for admission in September 2017 will be heard according to the following timetable:

| | Allocation day | Appeals lodged by | Appeals to be heard between |
|-------------------|-----------------------|--------------------------------------|------------------------------------|
| Primary Reception | 15 April 2017 | 4pm on Monday 16 May 2017 | 20 June– 15 July2017 |

- 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.**