

**Hartlepool Borough Council  
Admission Appeals Timetable 2018/2019**

In accordance with the School Admission Appeals Code, the Council as the admission authority for community schools must set a timetable for organising and hearing education appeals. The following timetable will apply to appeals for admission to community and voluntary controlled schools in the academic year 2018/19.

Voluntary aided, foundation and academies within the Borough of Hartlepool will also follow the dates below.

	Secondary Schools	Primary Schools
Offer Day – the day offers are sent out informing parents of which school they have been offered a place.	1 <sup>st</sup> March 2018	16 <sup>th</sup> April 2018
Deadline for the receipt of appeals	30 <sup>th</sup> March 2018	14 <sup>th</sup> May 2018
Deadline for appeals to be heard	18 <sup>th</sup> June 2018	13 <sup>th</sup> July 2018
Appeals will be heard between	4 <sup>th</sup> May 2018 and 18 <sup>th</sup> June 2018	11 <sup>th</sup> June 2018 and 13 <sup>th</sup> July 2018

Appeals in respect of late applications will generally be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged. Appeals in respect of in-year applications will be heard within 30 school days of the appeal being lodged.

Appellants (the person(s) lodging an appeal) will receive a letter notifying them of the date, time and venue of the appeals panel appointed to hear their appeal at least 10 school days before the hearing.

Appellants and the admission authority must provide the clerk to the appeals panel with any documents they wish to submit to the panel no later than 6 working days before the appeals hearing.

The clerk to the panel will send to the panel, the appellants and the admission authority all the documentary evidence to be considered at the hearing at least 5 working days before the hearing.

The clerk to the panel will send a letter to the appellants and the admission authority notifying them of the Panel's decision and the reasons for the decision within 5 working days of the hearing wherever possible.

For further information contact:

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