

***This document outlines the timescales involved with Admission Appeals as detailed in the Admission Appeals Code 2012.***

Acknowledging receipt your appeal form

When you have submitted an appeal form, you should hear back from us **within 5 working days**. If you have not heard from us within 5 working days please call 0161 474 3216 to ensure that we have received your appeal form.

Invitation to the appeal

For appeals for Reception or Year 7 places for a September start that were received on time, appeals must be heard **within 40 school days** of the deadline for lodging appeals.

For appeals for Reception or Year 7 places for a September start that were received after the deadline, appeals should be heard **within 40 school days** from the deadline for lodging appeals **where possible**, or **within 30 school days** of the appeal being lodged.

For in-year appeals, the appeal must be heard **within 30 school days** of you submitting an appeal form.

No later than **10 school days before** the hearing, the admission authority must provide appellants with written notification of the date of and arrangements for the hearing.

Local Authority's Statement of Case

You will receive the Local Authorities Statement of Case **approximately 7 days before** your appeal date via **Recorded Delivery**, which outlines the situation at the school and the reasons why you have been refused a place.

Receiving the decision

Following your appeal, your decision letter will be sent out via **First Class Recorded Delivery within 5 school days**.