

The following table sets out the timelines within which appeals must be heard. Further information is also available by clicking the following link

https://www.kingston.gov.uk/info/200342/apply_for_a_school_place/210/how_to_appeal_-_school_places

Appeals resulting from in-year admission applications or immediate entry will be heard within **30 school days** of the appeal being lodged.

Appeals resulting from year of entry or transfer applications for admission in September 2017 will be heard according to the following timetable: **Primary School outcome date 18 April 2017**

ACTION	DEADLINE
Last date for lodging Appeal Forms	Wednesday 24th May 2017
Appeal hearing dates and time	<p>All appeals will be held by June/ July 2017.</p> <p>NB Appeals will not start being heard until after the closing date has passed.</p>
<p>Appellants will be sent notification of their appeal hearing at least ;</p> <p>Evidence and papers for the hearing</p> <p>Date by which the Clerk sends appeal papers including the school's case to the parents, the panel and the admission authority</p>	<p>Statutory 10 clear school days' in advance of the hearing.</p> <p>7 clear working days in advance of the appeal hearing.</p>
<p>Additional evidence from the appellants</p> <p>If an appellant wishes to submit further evidence which was not included with their initial appeal, they must make sure that it is received no later than:</p> <p>Any additional evidence or information received after this date might not be considered at the appeal hearing. The Appeal Panel must decide whether it should be considered taking into account its significance and the effect of a possible need to adjourn the hearing.</p>	<p>To be RECEIVED by 5.00pm on the day preceding three (3) clear working days prior to the appeal hearing.</p>
<p>Decision</p> <p>Decision letters sent to the Appellants. (The letter that informs the appellant if their appeal has been upheld or refused.)</p>	<p>5 school days after the last appeal hearing (whenever possible)</p>

Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date.