



Ullswater Community College

ADMISSIONS – TIMELINE FOR APPEALS

Date	November 2020
Date for review	November 2023
Headteacher	Stephen Gilby
Signature of Headteacher	<i>S. Gilby</i>

Timetable for admissions appeals

Ullswater Community Governing Body has a timetable for organising and hearing appeals that:

- allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal
- ensures that appellants receive at least 10 school days' notice of their appeal hearing
- includes reasonable deadlines for appellants to submit additional evidence, for admission authorities to submit their evidence, and for the clerk to send appeal papers to the panel and parties
- ensures that decision letters are sent within 5 school days of the hearing, wherever possible.

The table below summarises the deadline for hearing different types of appeals.

Type of appeal	Deadline for hearing appeal
Applications made in the normal admissions round	Within 40 school days of the deadline for lodging appeals
Late applications	Within 40 school days of the deadline for lodging appeals, or within 30 school days of the appeal being lodged
Applications to sixth forms where the offer of a place was conditional upon exam results	Within 30 school days of confirmation of those results
Applications to sixth forms where the offer of a place was not conditional upon exam results	Within 40 school days of the deadline for lodging appeals
Applications for in-year admissions	Within 30 school days of the appeal being lodged

This information is set out in paragraphs 2.1–2.4 of the School Admissions Appeals Code. The Appeals Code adds:

“Any appeals submitted after the appropriate deadline **must** still be heard in accordance with whatever timescale is set out in the timetable published by the admission authority.”