



School Admission Appeals Timetable - 2012/13
Guildford Diocesan Appeals Service

- Appeals within the main round of admissions must be officially lodged in writing, with the Appeals Clerk (details from the school office) by **Friday 18th May 2012**.
- Appeals lodged on time will be heard within 40 school days of that deadline, ie. by 20th July 2012.
- Late appeals will be heard within 30 school days of the appeal being lodged, or within 40 school days of the deadline given for lodging the appeal, whichever is the latest.
- In-year appeals will be heard within 30 school days of the appeal being lodged.
- At least 10 school days' notice of the date of the appeal hearing will be given in writing (including email), unless the appellant waives such notice.
- The school must supply the Appeals Clerk with 5 copies of their paperwork at least 10 school days before the date of the hearing.
- Copies of papers will be sent out to all parties at least 7 working days before the hearing wherever possible.
- Late evidence from either party must be submitted at least 3 working days before the hearing. If information is not submitted by this deadline the Panel may decide not to take it into consideration or to adjourn.
- Decision letters (including email) will be sent within 5 school days wherever possible.

Please note that all of the above time-scales comply with paragraphs 2.1 to 2.3 inclusive in the 2012 School Admission Appeals Code