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| **Appeals for In-Year admissions**  |
| **Deadline for lodging appeals and providing evidence to support the appeal (if appropriate)** | At least 20 school days from the date of notification that the application was unsuccessful |
| **Appeals will be heard** | Within 30 school days of deadline for appeals |
| **Notice of appeal hearing** | At least 10 school days’ notice  |
| **Deadline for governing body to submit evidence for the appeal** | At least 10 school days before the appeal hearing |
| **Deadline for sending appeal papers to all parties** | No later than 10 school days before the appeal hearing |
| **Deadline for appellant to submit additional evidence** | Five school days before the appeal hearing. Information or evidence not submitted by the deadline might not be considered at the appeal |
| **Late applications for appeals will be heard** | At the same time as previously scheduled appeals or within 30 school days of appeal being lodged |
| **Decision letters sent to appellant** | Normally within five school days |

**Timetable for September 2019**

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| **Primary round of admissions** |
| **Date of allocation of places** | **Tuesday 16th April 2019**Letters will be sent second class or email sent out |
| **Deadline for lodging appeals and providing evidence to support the appeal (if appropriate)** | **Thursday** **16th May 2019** |
| **Appeals will be heard by** | **Wednesday 19th June 2019****Thursday 20th June 2019**  Royal Court Hotel, Coventry |
| **Notice of appeal hearing** | At least ten school days’ notice |
| **Deadline for governing body to submit evidence for the appeal** | **Wednesday 5th June 2019**(if posting allow time to arrive by this date) |
| **Deadline for sending appeal papers to all parties** | No later than 10 school days before the appeal hearing |
| **Deadline for appellant to submit additional evidence** | Five school days before the appeal hearing. Information or evidence not submitted by the deadline might not be considered at the appeal |
| **Late applications for appeals will be heard by** | At the same time as previously scheduled appeals or within 30 school days of appeal being lodged |
| **Decision letters sent to appellant** | Normally with five days |