

**North Tyneside Council  
Education Appeals Timetable 2015/16**

In accordance with the School Admission Appeals Code, the Council as the admission authority for community schools must set a timetable for organising and hearing education appeals. The following timetable will apply to appeals for admission to community schools in the academic year 2015/16.

	Middle and High Schools	First and Primary Schools
Offer Day – the day letters are sent out informing parents of the school at which they have been offered a place.	Friday 27 February 2015	Thursday 16 April 2015
Deadline for the receipt of appeals.	Wednesday 1 April 2015	Wednesday 20 May 2015
Deadline for appeals to be heard.	Friday 19 June 2015	Friday 17 July 2015
Appeals will be heard between:	Tuesday 5 May 2015 and Friday 19 June 2015	Thursday 11 June 2015 and Friday 17 July 2015

Appeals in respect of late applications will generally be heard within 30 school days of the appeal being lodged. Appeals in respect of in-year applications will be heard within 30 school days of receipt.

Appellants (the person(s) lodging an appeal) will receive written notification of the date, time and venue of the appeals panel appointed to hear their appeal at least 10 school days before the hearing.

Appellants and the admission authority must provide the clerk to the appeals panel with any documents they wish to submit to the panel no later than 6 working days before the appeals hearing.

The clerk to the panel will send to the panel, the appellants and the admission authority all the documentary evidence to be considered at the hearing at least 5 working days before the hearing.

The clerk to the panel will notify the appellants and the admission authority of the Panel's decision and the reasons for the decision in writing within 5 school days of the conclusion of the hearing wherever possible.

For further information please contact:  
 The Clerk to the Education Appeals Panel  
 c/o Democratic Services, 3<sup>rd</sup> Floor Left,  
 Quadrant East  
 The Silverlink North  
 Cobalt Business Park  
 North Tyneside  
 NE27 0BY  
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