

School Admission Appeals Code dated 1 February 2012

The Code states that Admission Authorities **must** set a timetable for organising and hearing appeals, and this timetable **must** be published on their website by 28 February each year. I give below a suggested timetable for you to publish on your school website by 28 February 2020.

Timetable for appeals for admission to Year 7 in September 2020

2 March 2020	Applicants informed of outcome of application.
March 2020	Parents and carers should notify the school of their intention to appeal, and request a Notice of Appeal form. The completed Notice of Appeal form should be submitted to the Clerk to the Independent Admission Appeals Panel, Cockermouth School, Castlegate Drive, Cockermouth CA13 9HF
14 April 2020	Deadline for lodging appeals with the school.
14 April 2020	Deadline for the Admission Authority to provide the Clerk with a statement giving reasons for the decision to refuse admission.
21 April 2020	Deadline for appellants to submit further evidence not included with initial appeal.
Wednesday 29 April 2020 at 9.30 a.m.	Stage 1 of the Admission Appeal process. All appellants are requested to attend this session, in order to hear the Admission Authority's submission.
Wednesday 29 and Thursday 30 April 2020	Private individual appeal hearings (if the process reaches Stage 2).
15 May 2019	Appellants to receive notification of the Panel's decision.