

Action	Deadline
<b>Appeals need to be submitted</b>	<b>Primary School:</b> No Later than 5:00pm on 18th May 2020
	<b>Secondary School:</b> No Later than 5:00pm on 30th March 2020
	<b>In-Year Transfer:</b> No deadline
	<b>Sixth form:</b> Within 30 school days from the date when refused a place. Where offers of places are conditional upon GCSE results, appeals for admissions to 6th forms cannot be heard until after GCSE results are known.
	<b>Late appeals:</b> No deadline
<b>Parents' additional evidence must be submitted</b>	<p>Within 10 school days of submitting their appeal by email to:</p> <p><a href="mailto:AppealsTeam@northamptonshire.gov.uk">AppealsTeam@northamptonshire.gov.uk</a></p> <p>or by post to:</p> <p>Appeals Team, LGSS-Demottractic Services, Northamptonshire County Council One Angel Square, Angel Street Northampton NN1 1ED</p>
<b>Hearings take place</b>	<b>Primary School:</b> On-Time appeals will be heard within 40 school days from the closing date for lodging appeals - by 18th May 2020
	<b>Secondary School:</b> On-Time appeals will be heard within 40 school days from the closing date for lodging appeals - by 30th March 2020
	<b>In-Year Transfers:</b> Appeals lodged outside the normal admission round will be convened within 30 school days, following receipt of your appeal form.
	<b>Sixth form Appeals:</b> Appeals will be heard within 30 school days following confirmation of examination results, where applicable, or otherwise within 40 school days from the date of lodging the appeal
	<b>Late Appeals:</b> Late co-ordinated appeals will be heard alongside on-time appeals wherever possible. Every effort will be made to hear late appeals before the end of the school year, but if this is not possible, they will be convened at the earliest possible time in the new school year. Appeals are not convened during school holidays.
<b>Parents will receive written notification of appeal date</b>	At least 10 school days before the date of appeal. (You may waive your right to this notice period if it will speed up your appeal, but a quicker appeal cannot be guaranteed.) Appeals for the same school and year group must be heard together and by the same panel.

<p><b>The Clerk (or the person organising the appeal) sends appeal papers to the parents, the panel and the school</b></p>	<p>7 working days before the appeal hearing.</p> <p><b>No further documents will be circulated after this date.</b></p> <p>You may submit a single A4 page document at your appeal, providing you bring 5 extra copies to the appeal and give them to the clerk for distribution.</p>
<p><b>Appeal hearing decision</b></p>	<p>Decisions will be made after all the appeals have been heard for a particular school.</p> <p>Decision letters will be sent at the earliest possible time and where possible, within 5 clear working days following decisions.</p> <p>In the case of multiple appeals or in busy times, please allow up to 10 clear working days for decision letters to be sent.</p>