

**North Tyneside Council**  
**School Admission Appeals Timetable 2018/19**

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 appeals. The following timetable will apply to appeals for admission to community schools in the academic year 2018/19.

Trust schools, voluntary aided schools and academies will set their own appeals timetable which will be available on the individual school's website.

	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.	Thursday 1 March 2018	Monday 16 April 2018
Deadline for the receipt of appeals.	Thursday 29 March 2018	Tuesday 15 May 2018
Deadline for appeals to be heard.	Monday 18 June 2018	Tuesday 17 July 2018
Appeals will be heard between:	Monday 7 May 2018 and Monday 18 June 2018	Wednesday 6 June 2018 and Tuesday 17 July 2018

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:  
North Tyneside Admission Appeals Service  
c/o Democratic Services, 3<sup>rd</sup> Floor Left,  
Quadrant East  
The Silverlink North  
Cobalt Business Park  
North Tyneside  
NE27 0BY  
Email: [education.appeals@northtyneside.gov.uk](mailto:education.appeals@northtyneside.gov.uk)