

## Admission Appeal Timetable

The Company detail below the appeal process to be followed in the event that your child is not offered a place at The Ravensbourne School:

**Time Limits for lodging the Appeal** - Appellants should advise the School of their intention to appeal a decision not to offer their child a place on the first school day within 20 school days from the date of notification of an unsuccessful application. For appeals in relation to entry into Year 7 in September 2019, appeals must be lodged by Friday 5<sup>th</sup> April March 2019.

For appeals in relation to entry into the Sixth Form in September 2019, which are conditional upon exam results, appeals must be lodged by Monday 2<sup>nd</sup> September 2019.

**Time Limits by which the Appeal must be heard** - Appeals in relation to entry into Year 7 in September 2019, will be heard **within** 40 school days of 5<sup>th</sup> April 2019. Where the initial application is lodged late, every effort will be made to ensure that the appeal is heard within 40 school days of 5<sup>th</sup> April 2019. If this is not possible, your appeal will be heard within 30 school days of the appeal being lodged.

For Sixth Form appeals, the appeal will be heard within 30 school days of confirmation of the exam results in relation to which the offer was conditional. Where there was no such condition to the offer, the appeal will be heard within 40 school days of the deadline for lodging the appeal.

Appeals in relation to in-year applications must be heard within 30 school days of the appeal being lodged. In-year applications are those made during the course of an academic year and which do not fall within either of the above categories.

**Notification of Appeal Hearing Date** - Appellants will be notified of the appeal hearing date at least 10 school days before the hearing. At that time the appellant will be provided with details of the School's case, panel, clerk and venue.

**Submission of Evidence for the Appeal Hearing** - Appellants must provide the Clerk with any additional evidence not provided with the initial appeal at least 7 school days before the hearing or 5 school days after notification of the appeal date whichever is the earlier.

The School and Appellants have the opportunity to submit further evidence and should do so within 2 school days thereafter. Should the evidence not be available at that time, such as a doctor's letter or information from a third party, it can be produced thereafter or at the hearing itself. However, the Panel is at liberty to delay the hearing if there is not sufficient time to assimilate the information.

The Clerk shall send a copy of the School's case and Appellant's case to the Panel at least 5 days before the hearing.

**Decision Letter** - The clerk must ensure that the decision letters are sent out within 5 school days of the hearing where practicable.