



COULSDON CHURCH OF ENGLAND PRIMARY SCHOOL

RECEPTION 2025 – APPEALS TIMELINE

The following table sets out the timelines within which appeals must be heard. Appeals resulting from in-year admission applications or immediate entry **will take place and be decided as soon as reasonably practicable**. Appeals resulting from year of entry or transfer applications for admission in September 2025 will be heard according to the timetable below.

You **MUST** give the grounds for your appeal when you complete the appeal form. The form will not be accepted unless you state the grounds for your appeal. You should include any evidence or supporting material with your appeal form.

Your appeal may be heard online instead of in a face-to-face meeting. Full details will be provided with your invitation to the hearing

Primary School Outcome Date: 16th April 2025

ACTION	DEADLINE
Last date for lodging appeal forms <i>Appeal lodged after this date will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date</i>	Tuesday 20th May 2025
Appeal hearing dates and time	All appeals will take place and be decided as soon as reasonably practicable. NB. Appeals will not start being heard until after the relevant closing date has passed.
Appellants will be sent notification of their appeal hearing at least: <i>Evidence and papers for hearing</i> Date by which the Clerk sends appeal papers <i>Including the school's case to the parents, the panel and the admission authority</i>	Statutory 10 clear school days in advance of the hearing 7 clear working days in advance of the appeal hearing
Additional evidence from the appellants <i>If an appellant wishes to submit further evidence which was not included with their initial appeal, they must make sure that it is received no later than:</i> Any additional evidence or information received after this date might not be considered at the appeal hearing. The Appeal Panel must decide whether it should be considered taking into account its significance and the effect of a possible need to adjourn the hearing	To be RECEIVED by 5.00pm on the day preceding three (3) clear working days prior to the appeal hearing
Decision <i>Decision letters sent to the appellants (the letter that informs the appellant if their appeal has been upheld or refused)</i>	7 calendar days after the last appeal hearing (whenever possible)