**DARLINGTON BOROUGH COUNCIL**

**ADMISSIONS APPEAL TIMETABLE**

Primary School

* Deadline for application forms – **Tuesday 15th January 2019**
* Primary School Allocation Day - Tuesday 16 April 2019.
* Deadline for Receipt of a Primary School Admission Appeal Form – *To be confirmed*
* Primary School Admission Appeals must be heard within 40 school days of deadline to lodge appeal and will be held between – *date to be confirmed*
* Notification of appeal hearing date – At least 10 school days before the appeal hearing.
* Deadline for the Admission Authority to submit their case papers to the Clerk to the Independent Appeals Panel – At least 9 working days before the date of the appeal hearing.
* Clerk to send appeal papers to Appellants, Panel and the Admission Authority – At least 7 working days before the date of the appeal hearing.
* Deadline to submit additional information to the clerk to the Independent Appeal Panel – At least 3 days prior to your appeal date.
* Decision Letter sent to appellants and Admission Authority within 5 school days of the decision being made.

In Year Appeals

* Deadline for Receipt of an In Year Admission Appeal Form – Within 25 school days of the date of your refusal letter.
* In Year Appeals will be held within 30 school days of the appeal being lodged.
* Notification of Appeal Hearing date – At least 10 school days before the appeal hearing.
* Deadline for the Admission Authority to submit their case papers to the clerk to the Independent Appeals Panel – At least 9 working days before the date of the appeal hearing.
* Clerk to send appeal papers to Appellants, Panel and the Admission Authority – At least 7 working days before the date of the appeal hearing.
* Deadline to submit additional information to the Clerk to the Independent Appeal panel – At least 3 days prior to your appeal date.
* Decision Letter sent to appellants and Admission Authority within 5 school days of the decision being made (usually within one school day of the decision being made).