

## **SECONDARY SCHOOL PLACES APPEALS TIMETABLE 2017**

**(To be published by the 28<sup>th</sup> February)**

### **Secondary school places – Year 7, September 2017**

- School place offers will be sent on 1 March 2017
- Appeals must be lodged by 7 April 2017
- Appeals lodged on time will be heard in May/June and no later than 16 June 2017
- Appeals lodged after 7 April 2017, that cannot be added to a scheduled hearing, will be heard at a later date

### **General**

- You will receive at least 10 school days' notice of your appeal hearing date
- You are able to waive this right if you are late in making your appeal and wish to have your appeal heard at a hearing that is already scheduled
- Case papers will be dispatched to you within a reasonable time period before the hearing date.
- Once you have received notification of your hearing date, any additional evidence you wish to submit should be sent to Democratic Services, 1st Floor, Civic Centre, Southampton, SO14 7LY, in accordance with the date detailed in the notification.
- Additional evidence may be submitted up to and including the day of the hearing
- The panel will take its significance into account and whether there is a need to adjourn the hearing to allow all parties time to consider it.
- Following the appeal hearing decision, where possible, letters will be sent five school day's following the hearing's conclusion.