

Admission Appeals Timetable The Thomas Hardy School

You will have at least **20 school days** from the date of notification that your application for a place at the Thomas Hardy School was unsuccessful to prepare and lodge your written appeal.

To appeal you must complete the [Appeal Application Form](#) clearly stating the reasons for your appeal and providing any supporting documents. Additional supporting documents may be submitted at a later date (please see prescribed timescales below). You may also find the [Information Sheet](#) document, concerning Admissions Appeals for the Thomas Hardy School, useful.

Completed appeal forms should be submitted to:

The Clerk to the Independent Appeals Panel, PO Box 64, Axminster, Devon EX13 9AQ

1. September 2019 Entry

If you are appealing for a school place for a child who is due to start in **Year 9** in September 2019, the deadline for submitting your appeal with the Clerk the **29th March 2019**. Appeals received by this date will be heard within **40 school days of this deadline**.

2. If you are appealing for a school place for a child following a **Late Application** (application was received after deadline & decision not made by the offer date) or an **In Year Application** (submitted for a place in Year 9 on or after the first day of the first school term of the admission year, or for a place in any other year group) **or for an application to sixth forms**, your appeal will be heard within the timescales prescribed below.

Once an appeal is lodged the following timescales will apply;

Task	Deadline
Notification of Appeal Hearing (date & arrangements)	10 school days before the hearing
Admission Authority to submit their case /evidence	9 school days before the hearing
Clerk to send appeal papers to appellants, the panel and the Admission Authority	8 school days before the hearing
Appellants to submit additional evidence	5 school days before the date of the hearing (Information received by the Clerk after this date will be considered by the Panel at the start of the hearing, if the Panel believes this information to be significant, an adjournment could be called so that all parties can consider it.)
Date of Appeal Hearing	<ol style="list-style-type: none"> 1. Normal Admission Round Appeals, received by 29th March 2019 will be heard by 18th June 2019 (within 40 school days of the appeal deadline) 2. Late Application Appeals will be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged. 3. In –Year Appeals will be heard within 30 school days of the appeal being lodged. 4. Sixth form Applications; where the offer of a place <i>would have been conditional upon exam results</i> appeals will be held within 30 school days of confirmation of exam results. Where the offer of a place <i>would not have been conditional upon exam results</i>, appeals will be held within 40 school days of the deadline for lodging appeals.
Decision letters to be sent	5 school days (wherever possible)