

# Northamptonshire County Council

## School appeal timelines

Action	Deadline
<b>Appeals need to be submitted</b>	<b>Primary school:</b> no later than 5.00pm on 14 May 2021. <b>Secondary school:</b> no later than 5.00pm on 29 March 2021 <b>In-year transfers:</b> no deadline for submitting appeal <b>Sixth form:</b> within 30 school days from the date when refused a place. Where offers of places are conditional upon GCSE examination results, appeals for admission to 6th forms cannot be heard until after GCSE results are known. <b>Late appeals:</b> no deadline
<b>Parents' additional evidence must be submitted</b>	Within 10 school days of submitting their appeal by email to: <a href="mailto:AppealsTeam@northamptonshire.gov.uk">AppealsTeam@northamptonshire.gov.uk</a>  or by post to:  Appeals Team, Democratic Services, Northamptonshire County Council, One Angel Square, Angel Street, Northampton NN1 1ED
<b>Hearings take place</b>	<b>Primary school:</b> Every effort will be made to convene on-time appeals within 40 school days from the closing date for lodging appeals, however, there may be delays due to limitations of video conferencing facilities. Appeals will be scheduled at the earliest possible date.  <b>Secondary school:</b> Every effort will be made to convene on time appeals within 40 school days from the closing date for lodging appeals, however, there may be delays due to limitations of video conferencing facilities. Appeals will be scheduled at the earliest possible date.  <b>In-year transfers:</b> appeals lodged outside the normal admission round will be convened within 28 days, where possible, following receipt of your appeal form, or at the earliest possible date.  <b>Sixth form:</b> appeals will be heard within 28 days following the confirmation of examination results, where applicable, or otherwise within 40 school days from the date of lodging an appeal where possible.  <b>Late appeals:</b> Late co-ordinated appeals will be heard alongside on-time appeals wherever possible. Every effort will be made to hear late appeals before the end of the school year, but if this is not possible, they will be convened at the earliest possible time in the new school year. Appeals are

not usually convened during school holidays due to the unavailability of school representatives.

**Parents will receive written notification of appeal date** At least 14 days before the date of appeal. (You may waive your right to this notice period if it will help to speed up your appeal, but a quicker appeal cannot be guaranteed.) Appeals for the same school and year group must be heard together and by the same panel.

**The clerk (or the person organising the appeal) sends appeal papers to parents, the panel and the school** 7 clear days before the appeal hearing.  
**No further documents will be posted after this date.**

**Appeal hearing decision** Decisions will be made after all appeals have been heard for the particular school.  
Decision letters will be sent at the earliest possible time and where possible, within 7 days following decisions. In the case of multiple appeals or in busy times, please allow **up to 14 days** for decision letters to be sent.