



WADDESDON CHURCH OF ENGLAND SCHOOL

TIMETABLE FOR APPEALS AGAINST REFUSAL TO OFFER A PLACE

The following deadlines apply to appeal an admission decision:

Deadline	Time limit	Notes
Deadline for lodging an appeal	20 school days from the date of the notification of the admission decision	Deadline to appeal the decision. The appeal form (obtainable from the school website or direct from the Admissions Officer, Nicola Ready at admissions@waddesdonschool.com) must be completed and returned to the school by post or hand delivered , not email, together with supporting evidence.
Written notice of appeal date and arrangements for the hearing	10 school days' written notice before an appeal hearing unless you agree to waive this time limit	
Submission of further evidence	By the date notified with the arrangements for the hearing.	
Time for hearing the appeal	<p>All appeals which have been lodged, whether in time or not, must be heard and determined by an appeal panel as soon as reasonably practicable.</p> <p>Applications for Year 7 received on time: Within 40 school days from the deadline for lodging the appeal.</p> <p>Applications for Year 7 received late: Within 40 school days from the deadline for lodging the appeal where possible, or within 30 school days of the appeal being lodged.</p> <p>Applications for Year 12 conditional of exam results: Within 30 school days of confirmation of those results.</p> <p>In-year applications: Within 30 school days of the appeal being lodged.</p>	The appeal will usually heard remotely, but may be held in person or on the basis of written submissions.
Decision letter	Within 5 school days after the hearing unless there is good reason	