Appeals Timetable – for entry to Year 7 September 2027

Secondary school outcomes	Monday 1 March 2027
Last date for lodging appeal forms to the school	Midday Friday 21 May 2027
Appeal hearing date (Stage 1 and 2)	June 2027
Notification of hearing date and time	Statutory 10 clear school days' notice in advance of Stage 1 hearing.
Sending papers to all parties	7 clear working days' notice in advance of Stage 1 hearing.
Last date for parents/carers to submit any additional or supporting evidence	To be RECEIVED by 5pm on the day preceding 3 clear working days prior to the Stage 1 hearing.
Letter from Clerk informing you of the decision of the Independent Appeal Panel	5 school days after last appeal hearing.
Timetable for appeals lodged after deadlines	Will be heard within 40 school days of the published deadline for lodging appeals or within 30 school days of being lodged, whichever is the later date.

Your appeal may be heard online instead of a face-to-face. Full details will be provided with your invitation to the hearing.

Instruction

- If you wish to appeal against the decision of your child not being offered a place at Archbishop Tenison's CE High School, you should contact the Admissions Officer at the school to request an appeal pack.
- Completed appeals forms should be returned to the Appeals Administrator, at the school address, **by midday on Friday 21 May 2027 at the latest**.
- The School has appointed an Admission Appeals Clerk who is entirely independent of the school. She will appoint an Independent Appeal Panel to hear any appeals that are lodged.
- School statements and appellants' appeal paperwork will be sent to all parties (appellants, the school, panel members and clerk to the panel) at least 7 working days prior to the appeal hearings.
- Having received the papers, the appellants and the School have the opportunity to present any additional evidence. Any additional evidence must be received no later than 5pm on the day preceding 3 clear working days before the appeal hearings. If received after that time, the additional evidence may not be considered by the Appeal Panel.

Appeal timetable for mid-term applications (excluding Sixth Form)

- An appeal will be heard within 30 school days of an appeal having been lodged. School statements and appellants appeal forms will be sent to all parties (appellants, the school, panel members and the clerk to the panel) at least 7 working days prior to the appeal hearing. Having received the papers, the appellants and the school have the opportunity to present any additional evidence. Any additional evidence must be received no later than 5pm on the day preceding 3 clear working days before the appeal hearing. If received after that time, the additional evidence may not be considered by the Appeal Panel.