



# WOODBROOK VALE SCHOOL

## School Admission Appeals timetable (normal round for Year 7 entry)

| Timeline       | Action   |
|----------------|--|
| 20 school days | Decision letter issued by local authority on offer day   |
|                | Appeal letter submitted by parents/carers within 20 school days of notification of unsuccessful application  |
| 40 school days | Parents/carers to submit any additional evidence in support of the appeal to the Appeals Clerk (parents notified of the deadline for receipt of evidence by Appeals Clerk) |
|                | Parents/carers notified of date of appeal hearing at least 10 days before the date of the hearing  |
|                | Appeal heard within 40 school days of the deadline for lodging appeals   |
|                | Decision letter issued by the Appeals Clerk within 5 school days of the hearing  |



# WOODBROOK VALE SCHOOL

## School Admission Appeals timetable (mid-term/in-year applications)

| Timeline       | Action   |
|----------------|--|
| 20 school days | Decision letter issued by the school to parents/carers   |
|                | Appeal letter received by the school within 20 school days of notification of unsuccessful application   |
| 30 school days | Parents/carers to submit any additional evidence in support of the appeal to the Appeals Clerk (parents notified of the deadline for receipt of evidence by Appeals Clerk) |
|                | Parents/carers notified of date of appeal hearing at least 10 days before the date of the hearing  |
|                | Appeal heard within the normal round of appeals for 'on-time' Year 7 appeals if possible or within 30 school days of the deadline for lodging appeals                      |
|                | Decision letter issued by the Appeals Clerk within 5 school days of the hearing  |