



## Admissions timelines

As an academy school, Walkwood is its own Admissions Authority. However, our school contracts the arrangements for appeals to the Legal & Democratic Services team at Worcestershire County Council.

- Appellants have 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. The initial Appeal document (available from the school or from the website) must be sent to the Clerk to the Governors ([office@walkwoodms.worcs.sch.uk](mailto:office@walkwoodms.worcs.sch.uk)) by this deadline.
  - For Appeals for entry into the incoming cohort for September, this will be 20 school days from 16<sup>th</sup> April.
- Appellants shall receive at least 10 school days' notice of their appeal hearing. They will be notified by the team from Legal & Democratic Services.
- The time from the lodging of the Appeal to the close of evidential submissions will include a reasonable deadline and will be at least three days prior to the Appeal Hearing date. The Clerk to the Appeals Hearing shall send appeal papers to the panel and parties.
- Legal & Democratic Services will, on behalf of our school, send the decision letters within five school days of the hearing, wherever possible.