

Admission Appeals Timetable 2023/4

In accordance with the School Admission Appeals Code, the Council as the admission authority for community schools must set a timetable for organising and hearing appeals. Trust schools, Voluntary Aided schools and Academies will set their own appeals timetable which should be available on the individual school's website from the 28 February 2023.

The following timetable will apply to appeals for admission to community schools in the academic year 2023/24.

Appeals process		
Process	Middle and High Schools	First and Primary Schools
National Offer Day – This is the day that letters or emails are sent out informing parents of the school at which they have been offered a place.	Wednesday 1 March 2023	Sunday 16 April 2023
Deadline for the receipt of appeals.	Friday 31 March 2023	Friday 19 May 2023
Deadline for appeals to be heard.	Tuesday 20 June 2023	Friday 21 July 2023
Appeals will be heard between:	Tuesday 9 May 2023 and Tuesday 20 June 2023	Monday 19 June 2023 and Friday 21 July 2023

Notes

- Appeals in respect of late applications, i.e. those received by the admission authority after the deadline for receipt of applications in the normal round of admissions, will generally be heard within 30 school days of the appeal being received by the Clerk to the Education Appeals Panel (the Clerk).
- Appeals in respect of in-year applications, i.e. those for admission to a year group which is not the normal year of entry, for example Year 1 or Year 8, or appeals submitted after the start of the school year, will be heard within 30 school days of receipt by the Clerk.
- Appeals received by the Clerk will be acknowledged in writing within 5 working days. If you have not received an acknowledgement within 7

days of submitting your appeal form please contact the Clerk, using the details below.

- Appellants (the person(s) lodging an appeal) will be advised in writing of the date, time and venue of the appeals panel which has been appointed to hear their appeal at least 10 school days before the hearing.
- Appellants and the admission authority must provide the Clerk with any documents they wish to submit to the panel no later than 6 working days before the date of the appeals panel hearing.
- At least 5 working days before the hearing all the documentary evidence to be considered at the meeting will be sent to all parties.
- All parties will be advised, wherever possible, of the panel's decision in writing within 5 school days of the conclusion of the appeals panel hearing.