

School Admission Appeals Timetable 2022/2023

September 2022 entry

Appeals for year of entry (Reception) or transfer applications for admission in September 2022 will be heard, as soon as practicably possible. The timetable will be followed where appeal is submitted on time:

	Offer Date	Appeals lodged by	Appeals to be heard by
Secondary schools	Tuesday 1 March 2022	Tuesday 29 March 2022	Wednesday 15 June 2022 (40 school days)
Primary schools	Tuesday 19 April 2022	Monday 23 May 2022	Thursday 8 September 2022 (40 school days)

Appeals received after these deadlines will be heard within 40 school days of the deadline date (as above) **or** within 30 school days of the appeal being lodged (whichever is later).

Secondary School – appeals lodged on time: the hearing window for appeals to take place is until 15 June 2022. You will receive notification of your hearing date during this time.

Primary School – appeals lodged on time: the hearing window for appeals to take place is until 8 September 2022. You will receive notification of your hearing date during this time period.

As necessary, school appeals will be conducted in accordance with the School Admissions (England) (Coronavirus) (Appeals Arrangements) (Amendment) Regulations 2020 as amended. You will receive notification of any changes prior to your hearing.

Late Applications

For the purposes of an appeal against a decision to refuse admission, an application is a ‘late’ application if:

- it is for the admission of a child to a ‘relevant age group’; e.g. reception or year 7
- it is submitted before the first day of the school term of the admission year; and
- the decision about the application is not made on or before the national offer day.

Appeals arising from late applications must be lodged within 20 school days of being notified that the application was unsuccessful.

Late appeals will be heard within 40 school days of the deadline for lodging appeals, where possible, or within 30 school days of the appeal being lodged.

In-year or immediate entry appeals (outside the normal round of entry):

Appeals should be lodged within 20 school days of being notified that the application was unsuccessful. Appeals resulting from in-year or immediate entry admission applications outside of the normal round of entry, will be heard within 30 school days of the appeal being lodged.

For all appeals Appellants will be sent notification of their appeal hearing at least 10 school days in advance of the hearing. Appellants will be sent a copy of the school’s case at least 7 working days in advance of the hearing. All

papers relating to an appeal will usually be sent to Appeal Panel members at least 5 working days prior to the date of the appeal hearing.

When submitting their appeal appellants should include any documentation on which they wish to rely on with their appeal.

If an appellant wishes to submit further evidence which was not included with their initial appeal form, they must make sure that **it is received at least three working days prior to the Appeal Hearing date**. Any additional evidence or information received after this date might not be considered at the appeal hearing. The Appeal Panel must decide whether any material not submitted by the specified deadline is to be considered, considering its significance and the effect of a possible need to adjourn the hearing.

Decision letters following an appeal will be sent within 7 calendar days of the appeal hearing wherever possible.

February 2022