

# Timetable for School Admissions Appeals 2023/2024



Guidance of deadlines for return of appeal forms and the date by which appeals should be heard by the Independent Appeals Panel.

## Moving from Junior/Primary to Secondary School

### ***For applications received by the closing date (31.10.2022)***

- Decision letters sent 1st March 2023.
- Deadline for lodging appeals - 2nd April 2023\*.
- Appeals lodged by 2nd April 2023 will endeavour to be heard by 14th June 2023\*.

### ***For late applications received after the closing date (31.10.2022)***

- Appeal deadline - 20 school days from the date of the decision letter\*.
- Appeals will be heard within 30 school days of the appeal being lodged\*.

## First admission to infant/primary school and moving from infant to junior school :-

### ***For applications received by the closing date (15.01.2023)***

- Decision letters sent 17 April 2023.
- Deadline for lodging appeals – 14th May 2023\*.
- Appeals lodged by 14th May 2023 will endeavour to be heard by 14th July 2023\*.

### ***For late applications received after the closing date (15.01.2022)***

- Appeal deadline - 20 school days from the date of the decision letter\*.
- Appeals will be heard within 30 school days of the appeal being lodged\*.

## **In-year and transfer decisions (i.e. applications made for a transfer of school during the school year) :-**

- Appeal deadline - 20 school days from the date of the decision letter\*.
- Appeals will be heard within 30 school days of the appeal being lodged\*.

\*Whilst an appeal received outside of the deadline from the date of refusal will normally be accepted, this will only be up to the end of a discretionary period of 3 calendar months from the date of the refusal. Any appeals lodged beyond the 3 calendar months will be automatically rejected as out of time.

If there is a significant change of circumstances then the appellant can apply to the admission authority to reconsider their application. If this application is reconsidered and subsequently refused, then this would lead to a further right of appeal with a fresh deadline date.

If you submit an appeal, you will receive at least 10 school days notice of the date and time of your appeal hearing.

If you have additional information you wish to be considered after you have returned your completed appeal form, you should send this to the clerk to the appeal panel at least 5 school days before the date of the appeal hearing. The address for the Clerk is set out on the appeal form. If you do not submit it by this deadline, the panel does not have to consider it as per paragraph 2.7 of the School Admission Appeal Code 2022.