

School Appeals Timetable 2023

The School Admission Appeals Code requires that Admission Authorities publish their appeals timetable on their website by 28 February each year.

The School Admission Appeals Code also states in Section 2.3 and 2.4:

Admission authorities **must** ensure that appeals lodged by the appropriate deadlines are heard within the following timescales:

(a) for applications made in the normal admissions round (see footnote 8 below), appeals **must** be heard within 40 school days of the deadline for lodging appeals;

(b) for late applications (see footnote 9 below), appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged;

(c) for applications to sixth forms:

(i) where the offer of a place would have been conditional upon exam results, appeals **must** be heard within 30 school days of confirmation of those results;

(ii) where the offer of a place would not have been conditional upon exam results, appeals **must** be heard within 40 school days of the deadline for lodging appeals;

(d) for applications for in-year admissions (see footnote 10 below), appeals **must** be heard within 30 school days of the appeal being lodged.

Any appeals submitted after the appropriate deadline **must** still be heard in accordance with whatever timescale is set out in the table published by the admission authority.

⁸ Under the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 an application is made in the 'normal admissions round' if it is not a 'late application' or an 'in-year application': see footnotes 9 and 10.

⁹ An application is a 'late' application if it is for the admission of a child to a relevant age group; it is submitted before the first day of the school term of the admission year; and a determination relating to the application is not made by an authority on or before the offer date. The 'relevant age group' is the age group at which pupils are or will normally be admitted to the school e.g. reception or year 7 (Section 142 of the School Standards and Framework Act 1998).

¹⁰ An application is an 'in-year' application if it is for the admission of a child to a relevant age group and it is submitted on or after the first day of the first school term of the admission year, or it is for the admission of a child to an age group other than a relevant age group.

Timetable for applications within the normal admissions round for September 2023 and any other appeals arising

	First /Primary Schools	Middle Schools	High Schools
Closing Date for Applications	15 January 2023	15 January 2023	31 October 2022
School Offer Notification Date	16 April 2023	16 April 2023	1 March 2023
Appeals receipt deadline 20 school days from the school offer notification date	*15 May 2023	*15 May 2023	*29 March 2023
Appeals held deadline Appeals held within 40 school days of the appeals receipt deadline	*By 17 July 2023	*By 17 July 2023	*By 15 June 2023

*** Please note that these dates may differ for other Admission Authorities (e.g. Academies and other local authorities) if the dates of their school terms/holidays vary from those of the Council's maintained schools**

For applications within the normal admissions round, appeals will be heard before the start of the September term wherever possible. Dates for panel meetings are **usually** arranged during term time so as not to clash with holiday times (please note that half-term breaks are not considered to be main holiday periods and so appeals may be arranged at these times). However, dealing with large numbers of appeals in restricted timescales sometimes means dates have to be arranged during school holidays.

Any appeals submitted after the relevant deadline will be heard as soon as possible.

Appellants will receive at least 10 school days notice of their appeal hearing (although an appellant may waive their right to this in writing). Appeal papers will be distributed to all parties approximately 7 days before the appeal hearing.

Any additional documents you wish to submit in support of your appeal must be sent to the Clerk at least 3 working days before the date of the appeal hearing, or as otherwise requested by the relevant Admissions Authority (e.g. Academy). Failure to do this may result in the documentation not being considered or your appeal being adjourned.

Decision letters will be sent out within five school days of the hearing wherever possible.