

## Admission Appeals Timetable 2022/3

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 2022.

The following timetable will apply to appeals for admission to community schools in the academic year 2022/23.

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.	Tuesday 1 March 2022	Saturday 16 April 2022
Deadline for the receipt of appeals.	Monday 4 April 2022	Monday 23 May 2022
Deadline for appeals to be heard.	Wednesday 22 June 2022	Thursday 21 July 2022
Appeals will be heard between:	Tuesday 3 May 2022 and Wednesday 22 June 2022	Tuesday 7 June 2022 and Thursday 21 July 2022

### 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 14 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 7 days of the conclusion of the appeals panel hearing.