

School Admissions - Appeals Procedure

Secondary Admissions for September 2025

The timetable

National Offer Day - 3 March 2025

It's advisable to read the **School Admissions Appeals Booklet** before you fill in your appeal form (found in the downloads section at the bottom of this page).

In order to appeal, please click the green button 'Appeal a school admission refusal' on this webpage and ensure your appeal is received by 28 March 2025.

Appeals will be heard within 40 school days of the appeal deadline above, and you should be aware of the following:

- You will receive at least 10 school days' notice of your appeal hearing, unless you want to waive this right by ticking the appropriate box on the appeal form.
- You must submit any additional evidence before the final deadline, which is 8 school days before the appeal hearing. The panel will decide whether to consider at the hearing any information or evidence received after that date.
- Wherever possible, decision letters will be sent within 5 school days of the hearing.

For applications received after 31 October 2024 but by 21 March 2025, outcomes will be sent 2 May 2025 and appeal forms must be received by 6 June 2025. Appeals will be heard within 40 school days of this date.

Applications received after 21 March will be processed strictly in date order, with outcomes sent after 2 May. The deadline for lodging your appeal will be 20 school days from the date of notification that your application was unsuccessful. Your appeal will then be heard within 40 school days of this deadline.

If you require a paper form, please contact appealcoordinator@somerset.gov.uk but do be aware that this form will take longer to reach us and may result in a delay to your appeal being processed.