

SCHOOL ADMISSION APPEALS PROCEDURE

IN-YEAR ADMISSIONS

Before completing your appeal form, we strongly advise that you read the **School Admission Appeals Booklet** (found in downloads of the in-year appeals web page).

Please note: In order to appeal for a place at any school, you **must** be in receipt of a formal refusal letter for that school, from the relevant Admission Authority.

In-Year Appeal Timescale:

REFUSAL LETTER RECEIVED



APPEAL FORM TO BE SUBMITTED WITHIN 20 SCHOOL DAYS OF THE DATE OF THE REFUSAL LETTER

Please note: Please refer to the in-year appeals web page for information on submitting your appeal, including a link to the School Admission Appeals Booklet (<https://www.somerset.gov.uk/children-families-and-education/applying-for-school/appeal-a-school-admissions-decision/>)



APPEAL WILL BE HEARD WITHIN 30 SCHOOL DAYS OF RECEIPT OF A VALID APPEAL FORM

You will receive:

- Notification of your hearing date from the Democratic Services team, outlining the arrangements for your hearing. This will be sent at least 10 school days prior to your hearing date unless you have waived your right to this notice period.
- The Admission Authority's statement explaining why they are unable to offer a place at your preferred school (approximately 7 days before your hearing date)
- The Independent Appeal Panel's decision letter (5 school days after your appeal hearing) from the Democratic Services team.

If you have any queries about the arrangements for your hearing, please contact the Democratic Services team: schoolappeals@somerset.gov.uk

If you have any queries about the validity of your appeal, please contact the School Appeal Coordinator at: appealcoordinator@somerset.gov.uk