

Admissions Appeals Timetable

In accordance with the School Admissions Appeals Code, if required, we must publish a timetable for organising and hearing admission appeals by **28 February each year**.

We are not aware of any appeals to the school for reception starters. If there were any appeals the local authority would manage them. Their timetable would ensure that all appeals are handled fairly, efficiently, and in line with statutory guidance.

The Appeals Timetable

- They will **set a deadline for lodging appeals** which allows at least **20 school days** from the date parents/carers are notified that their application was unsuccessful. This gives sufficient time to prepare and submit a written appeal.
- They will **include reasonable deadlines** for:
 - Parents/carers to submit any **additional evidence** to support their appeal.
 - The **admission authority** to submit its evidence.
 - The **clerk** to send all appeal papers to the panel and the parties involved.
- Those making an appeal will receive **at least 10 school days' notice** of their appeal hearing date.
- Wherever possible, **decision letters** will be sent **within 5 school days** of the hearing.

Further guidance can be found in the official [School Admission Appeals Code](#).