

**The arrangements below apply to all mainstream schools within
The Partnership Trust**

**School Admission Appeals Timetable
Applies from 1 March 2023**

School Admission appeals are administered in accordance with the requirements of the 2012 School Admission Appeals Code issued by the Department for Education. Parents whose admission application is refused will have the legal right to appeal that decision. To lodge an appeal, complete and return the Appeal Form which can be requested from the school or Trust office.

On receipt of the completed Appeal Form, the Admission Authority will arrange for an appeal hearing to take place before an independent Appeal Panel. The timetable differs depending on when the appeal is lodged and whether it relates to an application to start at the school for the first time in September 2023 or to join the School during the academic year.

The following timetable applies:

Starting School in September 2023– For admission decisions issued on 16 April 2023

For an appeal Form submitted to the Trust Office by
Monday 17 May 2023

An appeal hearing will take place within **40 school days** of 17 May 2023 (ie 19 July 2023)

Starting School in September 2023 – For appeals lodged after 17 May 2023

It may be possible for appeals lodged after 17 May 2023 to take place at the same time as those lodged before this deadline, providing there is sufficient time to make the appropriate arrangements. Otherwise, appeals lodged after 17 May 2023 will be heard within 40 school days of the appeal deadline or **30 school days** of receipt of the completed Appeal Form, whichever is the later date.

Lodging and appeal relating to an In-Year admission application decision

An appeal may be lodged within **30 school days** of the admission decision being issued. An appeal hearing will be scheduled to take place within **30 school days** of receipt of the appeal form.

Administrative timetable	
Identification and appointment of independent Appeals Clerk and independent appeal panel members.	As soon as possible after receipt of the Appeal Form
The Appeals Clerk will notify appellants of the date and time of the appeal hearing and the names of the independent appeal panel members (appellants may choose to waive this right of notice).	Circulated by post or email at least 10 school days before the appeal hearing is to take place
The Appeals Clerk will issue a written statement prepared by the Admissions Authority to explain the reasons for refusal and how the published Admission Arrangements have been applied.	Circulated by post or email at least five school days before the appeal hearing is to take place
Additional information relevant to the appeal may be submitted to the Appeals Clerk for distribution. (information submitted after this deadline will not be considered unless the chair of the Appeal Panel specifically agrees to this).	Up to five school days before the appeal hearing is to take place
The decision of the Appeal Panel will be notified to the appellant(s) in writing.	Circulated by post or email within five school days following the appeal hearing

The Partnership Trust is the Admissions Authority for all schools within it.