

School admission appeals procedure

Primary admissions in September 2017

The timetable

National Offer Day 16 April 2017

If you decide to appeal you must make sure you fill in the correct appeal form, for example, for Infant Class Size. You can find out which appeal form you need from our [‘Refused a place at your preferred school’](#) webpage.

It’s important that you read the [School Admission Appeals Booklet](#) before you fill in the appeal form.

Fill in sections 1 to 3 of the appeal form, and **return it by 16 May 2017.**
Appeals will be heard within 40 school days of this date.

- You will receive at least 10 school days’ notice of their appeal hearing, unless you want to waive this right by ticking the appropriate box on the appeal form.
- You must send any additional evidence before the final deadline, which is 7 days before the appeal hearing. The panel will decide whether to consider at the hearing any information or evidence received after that date.
- Decision letters will be sent within 5 school days of the hearing.

For applications received after 15 January but before 9 June, appeal forms must be received by 7 July. The appeal will then be heard within 40 school days

For applications received after 9 June, the appeal will be heard within 30 school days of receipt of the appeal form. This follows the same timetable as [in-year](#) appeals.

Contact the School Appeal Co-ordinator by -

Post – Admissions and Entitlements Team

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