

Admissions Code of Practice
Section 2: Appeal Hearings

Timetable

2.1 Admission authorities **must** set a timetable for organising and hearing appeals that:

- a) includes a deadline for lodging appeals which allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal;
- b) ensures that appellants receive at least 10 school days' notice of their appeal hearing;
- c) includes reasonable deadlines for appellants to submit additional evidence, for admission authorities to submit their evidence, and for the clerk to send appeal papers to the panel and parties;
- d) ensures that decision letters are sent within five school days of the hearing wherever possible.

2.2 Admission authorities **must** publish their appeals timetable on their website by **28 February** each year.

2.3 Admission authorities **must** ensure that appeals lodged by the appropriate deadlines are heard within the following timescales:

- a) for applications made in the normal admissions round⁷, appeals **must** be heard within 40 school days of the deadline for lodging appeals;
- b) for late applications⁸, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged;
- c) for applications to sixth forms:
 - i) where the offer of a place would have been conditional upon exam results, appeals **must** be heard within 30 school days of confirmation of those results;
 - ii) where the offer of a place would not have been conditional upon exam results, appeals **must** be heard within 40 school days of the deadline for lodging appeals;
- d) for applications for in-year admissions⁹, appeals **must** be heard within 30 school days of the appeal being lodged.

2.4 Any appeals submitted after the appropriate deadline **must** still be heard, in accordance with whatever timescale is set out in the timetable published by the admission authority.

⁷ Under the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 an application is made in the 'normal admissions round' if it is not a 'late application' or an 'in-year application': see footnotes 8 and 9.

⁸ An application is a 'late' application if it is for the admission of a child to a relevant age group; it is submitted before the first day of the school term of the admission year; and a determination relating to the application is not made by an authority on or before the offer date. The 'relevant age group' is the age group at which pupils are or will normally be admitted to the school e.g. reception or year 7 (Section 142 of the School Standards and Framework Act 1998).

⁹ An application is an 'in-year' application if it is for the admission of a child to a relevant age group and it is submitted on or after the first day of the first school term of the admission year, or it is for the admission of a child to an age group other than a relevant age group.