

School Admissions & Admission Appeals

Key Dates

What to prepare for throughout the Year

School Admissions

In-Year Allocations/Mid-Phase Transfers

► Key Dates

CCC – applications processed in date order of when they are received.

PCC – allocation rounds are held every two week during term-time.

<u>Allocation Date</u>	<u>Offer Date</u>
25 April 2022	29 April 2022
09 May 2022	13 May 2022
23 May 2022	27 May 2022
HALF TERM	
06 June 2022	10 June 2022
20 June 2022	24 June 2022
04 July 2022	08 July 2022
18 July 2022	22 July 2022

► Terminology

In-Year Application - applications from families who have moved house or moved into UK.

Mid-Phase Transfer (CCC) – application from families wishing for their child(ren) to attend a different school, but are not moving house.

Applications can be submitted, up to 30 school days before the intended start date.

Applications will be processed within 10 school days.

Offer letters will be sent by post and email as appropriate for each application.

School Admissions Transition Allocations -Year 7

► Key Dates – Secondary Allocations

10 September 2021 – Application Process Opens

15 January 2021 – Application Closing Date

01 March 2022 - National Secondary Offer Day

27 April 2022 – Second Round Offer Day – Late Applications

27 April to 31 August 2022 – Further late applications to be processed in date order

► What to prepare for

Ensure your application process information is correct and up to date on your website.

Ensure you have signed the Admissions SLA.

Ensure the Admissions Team are aware of your oversubscription criteria so that allocations are made correctly.

Only applications received up to this date will be processed during the first round of allocations. Any applications received after this date will not be considered and processed until the Second Round in April.
Applications will be considered for Round One, up to 23 November, if it can be shown that family have only just moved into the area, for example.

Offer letters will be sent by post, by the Admissions Team. Any parent who has applied online will receive their offer by email and will also be able to check their offer via their online Portal account.

Applications received after the 31 October 2021 closing date will be processed.
Offer letters will be sent out by post only.

Applications received after 27 April 2022 will be processed in date order of when they were received.

School Admissions Transition Allocations -Year R

► Key Dates – Primary Allocations

10 September 2021 – Application Process Opens

15 January 2022 – Application Closing Date

19 April 2022- National Primary Offer Day

19 May 2022 – Second Round Offer Day – Late Applications

19 May to 31 August 2022 – Further late applications to be processed in date order

► What to prepare for

Ensure your application process information is correct and up to date on your website.
Ensure you have signed the Admissions SLA.
Ensure the Admissions Team are aware of your oversubscription criteria so that allocations are made correctly.

Only applications received up to this date will be processed during the first round of allocations. Any applications received after this date will not be considered and processed until the Second Round in April.
Applications will be considered for Round One, up to 31 January, if it can be shown that family have only just moved into the area, for example

Offer letters will be sent by post, by the Admissions Team. Any parent who has applied online will receive their offer by email and will also be able to check their offer via their online Portal account.

Applications received after the 15 January 2022 closing date will be processed.
Offer letters will be sent out by post only.

Applications received after 19 May 2022 will be processed in date order of when they were received.

School Admission Appeals

Local Authority processing your appeals

► What you need to prepare for

Ensure you have signed the Service Level Agreement (SLA) for Admission Appeals.

Signing up to the SLA will provide you with full administrative support with your appeals. We will coordinate everything for you, administratively.

****IMPORTANT FACT TO BE AWARE OF****

Academies

You must be available to attend appeal hearings for your school, to present your case and argument against admissions. This service is **not** provided as part of the SLA packages.

Maintained Schools

The Local Authority will be available to present your case and argument against admission. A Presenting Officer can be available to attend solely, or alongside a representative from your school.

Ensure your school team has availability throughout the year, to respond to emails from the Appeals Team, requesting updates to your school statement.

► How to prepare

The appeals seasons are very busy, particularly during the Transition appeals rounds over the summer. The key is to be prepared!

Academies

Ensure you are familiar with the appeal timetable and aware of the dates appeals will be taking place. Make sure you are available to attend and present your appeals.

Maintained Schools

Ensure you let the Appeals Team know if you would like to send a representative to sit in on your appeals and support with presenting your case and argument against admission.

School Admission Appeals

Processing your own appeals

► What you need to prepare for

Familiarise yourself with the Admission Appeals Code

[School admissions appeals code - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Ensure your website is up to date and includes your appeal form and detailed information about your process and how you will coordinate your appeals.

Publish on your website the appeals timetable, detailing appeal deadlines and the weeks you will be holding appeals.

Ensure you have a presenting officer(s) who will be available to cover all appeal dates.

Ensure you have a legal clerk(s) who will be available to cover all your appeal dates. Legal clerks must be qualified and trained in all aspects relating to appeals and relevant legislation.

Ensure you have a pool of Panel Members available to cover your appeal dates. **Further information provided about the constitution of panel members provided below.**

Ensure your panel members receive annual training around hearing appeals and are familiar with all relevant legislation.

Ensure you have sufficient administrative support available to process appeal applications, as the deadlines for hearing appeals are statutory and **must** be adhered to.

► Statutory Timescales for hearing appeals

In-Year Appeals – must be heard within 30 school days.

Transition Appeals – appeals received on time (by the appeal deadline) must be heard within 40 school days. Appeals received after the appeal deadline must be heard within 30 school days.

Support with your appeals

Please see our 'Appeals Booklet' for support and guidance on how to prepare for your appeals.

Guidance on organising admission appeals:
[Advice for admission authorities on school admission appeals - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

School Admission Appeals Transition Appeals - Year 7

► Key Dates

01 March 2022

28 March 2022

11 April 2022

02 May 2022

09 May 2022

16 May 2022

23 May 2022

06 June 2022

13 June 2022

► What to prepare for

National Offer Date – parents will now begin submitting their appeal requests. They have 20 school days to submit their appeal and ensure their appeal hearing is heard within the first round of appeals. Appeals submitted by this date must be scheduled and heard within 40 school days.

Deadlines for parents to lodge their appeal.

Parents will receive at least 10 school days' notice of their appeal hearing. Invitations will start to be sent out from this date.

First week of Secondary appeals will take place.

Second week of Secondary appeals will take place.

Third week of Secondary appeals will take place.

Fourth week of Secondary appeals will take place.

Fifth week of Secondary appeals will take place.

Sixth and final week of Secondary appeals will take place.

School Admission Appeals Transition Appeals - Year R

► Key Dates

19 April 2022

17 May 2022

23 May 2022

13 June 2022

20 June 2022

27 June 2022

04 July 2022

11 July 2022

18 July 2022

► What to prepare for

National Offer Date – parents will now begin submitting their appeal requests. They have 20 school days to submit their appeal and ensure their appeal hearing is heard within the first round of appeals. Appeals submitted by this date must be scheduled and heard within 40 school days.

Deadlines for parents to lodge their appeal.

Parents will receive at least 10 school days' notice of their appeal hearing. Invitations will start to be sent out from this date.

First week of Primary appeals will take place.

Second week of Primary appeals will take place.

Third week of Primary appeals will take place.

Fourth week of Primary appeals will take place.

Fifth week of Primary appeals will take place.

Sixth and final week of Primary appeals will take place.