

School Admission Appeal Timetable

As the admission authority, Children’s Endeavour Trust manages the appeal process for all the schools within the Trust.

Appeals for places at schools within Children’s Endeavour Trust are governed by the current School Admission Appeals Code. This Code applies to admission appeals for all maintained schools and Academies in England. The Code requires that all admission authorities must ensure that appeals lodged by the appropriate deadline are heard with the following timescales:-

- a) For applications made in the normal admission round, (i.e. those applicants who receive an offer of a primary school place for September 2025 on 16th April 2025 for Reception classes) appeals must be heard within 40 school days of the deadline for lodging appeals. See tables A below.
- b) For late applications, (i.e. those applicants whose application was received after the national closing date for applications for primary applications and who receive an offer of a primary school place for September 2025 on or after 18th May 2025) appeals should be heard within 40 schools days for the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged. See table B below.
- c) For applications for in-year admissions, appeals much be heard within 30 school days of the appeal being lodged. See table B below.

A “school day” is defined as any day in which a school is in session. This means that all weekends, bank holidays and school holidays are not counted.

Table A: Primary School Admission Appeals

Date	Event
16 th April 2025	Offer letters sent to parents who applied on time
5 th May 2025	Deadline for parents to lodge an appeal
Two weeks commencing 30 th June 2025	Primary School Admission Appeals week

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Table B: Appeal timetable for Late and In-Year applications

Offer Received	Following the receipt of an offer of a school place, parents have the right to appeal for a place at the school where they have been refused a place
Appeal Lodged	Upon receipt of a completed appeal form, the appellant will be sent a letter of acknowledgement within 10 school days
Appeal Date Assigned	The Admissions Appeals Officer will assign the appeal date, which must be within 30 school days of the appeal being lodged (if outside of the appeals deadline date) or within 40 school days (if an appeal is received by the appeals deadline date). The appellant will be sent a letter confirming this date at least 10 school days prior to the hearing date
Appeal paperwork dispatched	The Admission Appeals Officer will send the appellant the pack containing the statements 5 working days prior to the hearing date.
Appeal Hearing	The Admission Appeal will be heard by an Independent Appeals Panel and will be clerked by a trained clerk.
Decision Letter	The trained clerk for the admission appeal will be responsible for sending a decision letter to parents within 5 school days.

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