

## Appeal Dates & Information 2024/2025. PRIMARY SCHOOL INFORMATION

If you have not been offered a place following an in-year application, the law entitles you to appeal to an **Independent Appeal Panel**. This panel is completely independent of the school and the Local Authority. In accordance with the 2022 School Admission Appeals Code Appeals, the admission authority and appeal panels have elected for all admissions appeals to be held online.

If you wish to appeal, please use the links below to complete your appeal online.

Years Reception, Year 1 and year 2 [Link](#)

Years 3, 4, 5 and 6 [Link](#)

Please do NOT use ANY other appeal form or send your form to your local authority. It is **highly recommended** that you download the explanatory booklet about appeals which you should read **before** you complete the appeal form. [Booklet Link](#) If your appeal is for years Reception, year 1 or year 2, you are strongly advised to read the section on Key Stage 1 appeals on page 18.

You should include any evidence or supporting material with your appeal form and you **MUST** state the grounds of your appeal at the time you lodge your appeal form. Your appeal form will not be accepted unless you give the grounds of your appeal. You may appeal for more than one school.

Please note that the online form will ask you to download two utility bills dated in the last THREE months. If you do not have access to a scanner, please take two photographs using a mobile phone and upload the photographic files.

If you wish to contact the clerk – email: [clerk@educationappeals.com](mailto:clerk@educationappeals.com)

Information about Primary Transfer appeals will be posted on this website before 28 February 2025.

The timetable for 'in-year' appeals	
Last day for lodging appeal forms	20 <b>School</b> days after the decision letter informing you that you had not been offered a place.
Invitation letter giving details about your hearing will be sent by the Clerk to the Independent Appeal Panel	At least 10 school days before the hearing. This MAY be emailed.  All in year appeal will be heard within 30 <b>school</b> days of the appeal form being lodged.
Closing date for any <b>additional</b> supporting evidence	<b>FIVE working days before your hearing.</b> You are advised that additional paperwork received on the day of the appeal hearing will <u>not</u> be taken into account. Please email to <a href="mailto:clerk@educationappeals.com">clerk@educationappeals.com</a>  Please note that slightly different rules will apply for any primary transfer appeals into Reception.
Letter from the Clerk informing you of the decision of the independent appeal panel	Due to the high number of appeals, an e mail is sent a few working days after your hearing with the decision of the panel. This is followed up around 10 working days later with a letter outlining the panels reasons.