

# School Admissions - Appeals Procedure



## Primary admissions for September 2023

### The timetable

#### National Offer Day - 17 April 2023

*It's advisable to read the School Admissions Appeals Booklet before you fill in your appeal form (found in the downloads section at the bottom of the linked page).*

If you choose to appeal, you must ensure that you fill in the correct appeal form and **must therefore determine whether your appeal falls under the Infant Class Size criteria**. You can find out which appeal form you need from our 'Refused a place at your preferred school' webpage. Here you will find a link for 'Appeals for a place to start school in September' which details which schools require an Infant Class Size appeal form.

Please complete the appeal form online and ensure it is received by **16 May 2023**. Alternatively, you can download and complete the paper form, however please be aware that this may take longer to reach us.

Appeals will be heard within 40 school days of the appeal deadline above.

- You will receive at least 10 school days' notice of your 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 2023 but by 2 May, outcomes will be sent on 5 June 2023 and appeal forms must be received by 3 July.** Appeals will be heard within 40 school days of this date.

**For applications received after 2 May,** the appeal will be heard within 30 school days of receipt of the appeal form. This follows the same timetable as in-year appeals.

If you have any queries about the Appeals Procedure for Primary Admissions for September 2023, please contact the School Appeal Co-ordinator at: [appealcoordinator@somerset.gov.uk](mailto:appealcoordinator@somerset.gov.uk).