

## ADMISSION APPEALS TIMETABLE October 2023 to September 2024

### Church of England Birmingham

The Church of England Birmingham arranges appeals for some of its schools.

***Following amendments in the Admission Appeals Code 2022, there is flexibility for admission authorities as to how appeals are heard. We may continue to hear appeals by video or telephone conference.***

**HOW TO APPEAL:** Please check the admission arrangements given on the relevant school's website to find out whether your appeal application should be made to the Chair of the Governing Board/Trust Board at the school or directly to the Local Authority and which form to use. You must give written reasons for your appeal. Your appeal will be heard within 40 school days of being lodged (or 30 school days for in-year appeals).

Appellants will receive at least 10 school days' written notice of their appeal hearing date (although this notice can be shorter, by agreement). Appeal papers will be sent to all parties at least 5 school days prior to the appeal hearing. Any additional evidence should be submitted to the Appeal Clerk at least 5 school days prior to the appeal hearing. Decision letters will be sent within 5 school days following the hearing, where practicable.

Children due to start INFANT (Reception), JUNIOR (Y3) OR PRIMARY (Reception) class in September 2024	
National Primary Offer Day	16 April 2024
<b>Deadline for lodging appeals</b>	<b>14 May 2024</b>
Appeals received by 14 May 2024	will be heard in June and July 2024 (and by 17 July 2024)
Appeals received after 14 May 2024 (late appeals)	will be heard in June and July 2024 where practicable, or within 30 school days of the appeal being lodged (whichever is later), where practicable.  <i>Please note that it may not be possible to hear late appeals before the start of the new school year in September 2024. Appeals are not heard during school holidays.</i>

In-year Admission Appeals
If your child has been refused a place at one of your preferred schools (primary or secondary) <b>outside the normal round of admissions</b> (ie at any time other than as above), you may appeal within 20 school days of the refusal of the place. Your appeal will be heard within 30 school days of being lodged. Appeals are not heard during school holidays.  Check the individual school's website for information about how to lodge an appeal application.