Admissions Appeals

Admission Appeals Code 2022 (2.2)

Admission authorities **must** publish their appeals timetable on their website by **28 February** each year.

As all schools and Academies in Rotherham presently use the Admissions Appeals service provided by Rotherham Metropolitan Borough Council, who also co-ordinate the convening of Independent Panels and provide a clerking service. The timetable for Admission appeals is outlined below.

Timetable

Statutory Requirement	Timetable
deadline for lodging appeals	20 school days from the date of
	notification that the application was
	unsuccessful
notice of their appeal hearing	10 school days in advance
reasonable deadlines for appellants to	Three days in advance of the evidence
submit additional evidence,	by admission authorities being submitted (as below) to enable this to
	be circulated and printed.
	be circulated and printed.
for admission authorities to submit their evidence,	Seven days prior to the hearing.
and for the clerk to send appeal papers	Posted/circulated seven days prior to
to the panel and parties	the hearing (sent as soon as papers
, .	received).
Appeal decision letters sent by the clerk	within five school days of the hearing
Admission authorities must ensure that	wherever possible
appeals lodged by the appropriate	For Statutory School age entry (Reception, Year 3 for separate
deadlines are heard within the following	Junior School and Year 7 entry to
timescales	Secondary school)
	,
	for applications made in the normal
	admissions round (notified on National
	Offer day – 1 st March for Secondary and
	16 th April for Primary), appeals must be heard within 40 school days of the
	deadline for lodging appeals
	acadimic for loaging appeals
	for late applications (notified after the
	national offer days), appeals should be
	heard within 40 school days from the
	deadline for lodging appeals where
	possible, or within 30 school days of the
	appeal being lodged;

for applications for in-year admissions, appeals **must** be heard within 30 school days of the appeal being lodged

for applications to sixth forms:

i) where the offer of a place would have been conditional upon exam results, appeals **must** be heard within 30 school days of confirmation of those results and subsequent appeal submission;

ii) where the offer of a place would not have been conditional upon exam results, appeals **must** be heard within 40 school days of the deadline for lodging appeals;

Any appeals submitted after the appropriate deadline **must** still be heard, in accordance with whatever timescale is set out in the table published by the admission authority.

Within 30 school days of the appeal being lodged.

or

40 school days from the deadline for lodging an appeal in the normal round of appeals.

Admission decision letters give the details of how to appeal the decision to refuse a school place and completed appeal forms should be emailed to:

SchoolAppeals@rotherham.gov.uk

or by post to:

The Appeal Clerk, Democratic Services, Town Hall, The Crofts, Moorgate Street, Rotherham, S60 2TH.