In year Admission Appeals

If you have not been offered a place following an in-year application, you are entitled 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, the admission authority and all appeal panels have elected for all admissions appeals to be held online. Online appeals have the advantage of being heard from your home or place of work. No longer do you have to travel to a hearing.

If you wish to appeal for a place in **Reception, year 1 or year 2**, please use this link to complete your appeal online.
If you wish to appeal for a place in **years 3 – 6** please use this link to complete your appeal online

Please do NOT use ANY other appeal form or send your form to your local authority. It is suggested that you download the explanatory booklet about appeals which you should read before you complete the appeal form. Those applying for a place in Reception, Year 1 or Year 2 are advised to read the section in the appeal's booklet which refer to Reception, years 1 and 2. The link to the booklet is Booklet Link

If you are appealing for a place in years RECEPTION, year 1 or year 2, you are advised to read the section in the booklet which refers to appeals for these years.

You should include any evidence or supporting material with your appeal form and you **MUST** give the grounds for your appeal at the time you lodge your appeal form. Your appeal form will not be accepted unless you state the grounds for 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 with a mobile phone and upload the photographic files.

Full details about the hearing will be sent to you with your invitation to the hearing.

Information and a timetable for Summer Transfer appeals will appear on this website before 28 February 2027.

If you wish to contact the clerk – email : clerk@educationappeals.com

The timetable for 'in-year' appeals	
Last day for lodging appeal forms	20 **School 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	This will be EMAILED at least 10 school days before the hearing unless you have opted on the appeal form for a shorter notice period. All in-year appeals will be heard within 30 **school** days of the appeal form being lodged.
Closing date for any **additional** supporting evidence	Up to 12 noon on FIVE school days before your hearing you can upload additional documents to your online appeal folder. You are advised that additional paperwork received on the day of the appeal hearing will not be taken into account.
Letter from the Clerk informing you of the decision of the independent appeal panel	Due to the high number of appeals, an email is sent a few working days after your hearing with the decision of the panel. This is followed up around 20 school days later with a further emailed letter outlining the panels' reasons.