Appeal Dates & Information

PLEASE READ THIS CAREFULLY.

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, 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 **highly recommended** that you download the explanatory booklet about appeals which you should read **before** you complete the appeal form. Booklet Link

For 6th form appeals an Appeal form can be downloaded on this link

You should include any evidence or supporting material with your appeal form (photos of your child will not be accepted). 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, but a separate form must be completed for each school you wish to appeal for. If you are appealing for more than one child, a separate form must be completed for each child and use a different email address.

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

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

The timetable for 'in-year' appeals is as follows: -

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.

The timetable for 6th form appeals	
Last day for lodging appeal forms	31 August 2026. For 6th form appeals only, the appeal form can be completed by a student or parent. An Appeal form can be downloaded on this link
Invitation letter giving details about your hearing will be sent by the Clerk to the Independent Appeal Panel	In order to facilitate a hearing as soon as possible, an email will be sent at very short notice. However, if a student or parent wishes to have 10 school days' notice, this needs to be indicated on the appeal form.
Date(s) of hearings	Late August/September 2026.