

School Admission Appeals Deadlines

Cambridgeshire County Council, as the admission authority, manages the appeal process for all primary and secondary voluntary controlled and community schools in Cambridgeshire. In addition, through agreement with the relevant governing bodies, the Council manages the appeal process for all primary and secondary foundation, voluntary aided and academies in Cambridgeshire.

Appeals for places at schools with sixth forms in Cambridgeshire are managed by the school. The current School Admission Appeals Code (Code) came into force from 1 February 2012 and it applies to all appeals lodged from that date. It applies to admission appeals for all maintained schools and Academies in England.

The Code requires that all Admission authorities must ensure that appeals lodged by the appropriate deadline are heard within the following timescales:

- a) for applications made in the normal admission round, i.e. those applicants who receive an offer of a secondary school place for September 2019 on the 1 March 2019, for Year 7 and Year 9 applications, and those who receive an offer of a primary school place for September 2019 on the 16 April 2019, for Reception, Infant, First, Junior and Middle school applications, appeals must be heard within 40 school days of the deadline for lodging appeals. See **appendix 1** for secondary school applications, see **appendix 2** for primary school applications;
- b) for late applications, i.e. those applicants whose application was received after the national closing date for applications for secondary and primary applications and who receive an offer of a secondary school place for September 2019 on or after 24 April 2019, or receive an offer of a primary school place for September 2019 on, or after, 13 May 2019, appeals should be heard with 40 school days from the deadline for lodging appeals where possible, or with 30 school days of the appeal being lodged. See **appendix 3**;
- c) for applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged. See **appendix 3**

A “school day” is defined as any day in which a school is in session. This means that all weekends, bank holidays and school holidays are not counted when determining the timetables in the following appendices

Appendix 1: Timetable for Secondary School Admission Appeals (On-time applications – entry to school in September 2019)

DATE	EVENT
01 March 2019	NATIONAL SECONDARY OFFER DATE Offer letters sent to parents who applied on time using Royal Mail by 2 nd class post, and by email when parent has applied online and requested notification by email. 1 March 2019 counts as school day one in the timeline.
8 April to 22 April 2019	EASTER HOLIDAYS
29 March 2019	Deadline for parents to lodge an appeal. This is 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.
1 April onwards	Appellants will receive at least 10 school days' notice of their appeal hearing. Appellants will be allowed to submit additional evidence to the clerk, up to five school days before the appeal.
06 May 2019	BANK HOLIDAY
30 April 2019	Secondary School Admission Appeals (week 1 - 4 day week)
Week beginning 06 May 2019	Secondary School Admission Appeals (week 2)
Week beginning 13 May 2019	Secondary School Admission Appeals (week 3)
Week beginning 20 May 2019	Secondary School Admission Appeals (week 4)
27 May to 31 May 2019	HALF TERM
Week beginning 03 June 2019	Secondary School Admission Appeals (week 5)
Week beginning 10 June 2019	Secondary School Admission Appeals (week 6)
18 June 2019	40 th school day from deadline for lodging appeal and last day by which the appeal must be heard

Appendix 2: Timetable for Primary School Admission Appeals (On-time applications – entry to school in September 2019)

DATE	EVENT
16 April 2019	CAMBRIDGESHIRE PRIMARY OFFER DATE Offer letters sent to parents who applied on time using Royal Mail by 2 nd class post, and by email when parent has applied online and requested notification by email.
21 May 2019	Deadline for parents to lodge an appeal. This is 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.
27 May to 31 May 2019	HALF TERM
Week beginning 17 June 2019	Primary School Admission Appeals (week 1)
Week beginning 24 June 2019	Primary School Admission Appeals (week 2)
Week beginning 01 July 2019	Primary School Admission Appeals (week 3)
Week beginning 08 July 2019	Primary School Admission Appeals (week 4)
Week beginning 15 July 2019	Primary School Admission Appeals (week 5)
Week beginning 22 July 2019	Primary School Admission Appeals (week 6)
23 July 2019	40 th school day from deadline for lodging appeal and last day by which the appeal must be heard
25 July 2019	SUMMER HOLIDAYS BEGIN

Appendix 3: Appeal timeline for late and in-year applications

EVENT	ACTION
Offer received	Following the receipt of an offer of a school place, parents have the right to appeal for a place at a school where they have been refused a place
Appeal lodged	Upon the receipt of a completed appeal form, the appellant will be sent a letter of acknowledgement within 10 school days
Appeal date assigned	The Admission Appeals Officer will assign the appeal date, which will be within 30 school days of the appeal being lodged . The appellant will be sent a letter confirming this date 10 school days prior to the hearing date.
Appeal paperwork dispatched	The Admission Appeals Officer will send the appellant the pack containing the statements, prior to the appeal hearing. 5 working days prior to the hearing date
Appeal hearing	The admission appeal will be heard by an Independent Appeals Panel, and will be clerked by a legal officer.
Decision letter	The legal officer who clerks the admission appeal will be responsible for sending a decision letter to parents within 5 school days