

**School Admission Appeals Timetable**  
**Applicable between 1 March 2021 and 30 September 2021**

This Appeals Timetable takes into account temporary 'COVID-19 related arrangements and timetable' implemented by the Government Department for Education. These apply for all school admission appeals lodged before 23.59 hours on 30 September 2021, at which time a new Appeals Timetable will be published by the Bath and Wells Multi Academy Trust.

Every parent/carer whose admission application is refused has the lawful right to appeal that decision before an independent Appeal Panel. To lodge an appeal, the applicant responsible for the admission application must complete and return the Appeal Form, which can be downloaded from the School website or requested from the Main Reception Office.

Appeal hearings cannot be conducted in person at the present time, although this remains under review, so hearings will take place by telephone or video conference or, where this facility is not available, on the basis of written statement only.

**Starting School in September 2021 – For admission decisions issued on 16 April 2021.**

For an Appeal Form submitted to the School Office by **17 May 2021**.

An appeal hearing will be scheduled to take place within **40 school days** of 17 May 2021.

**Starting School in September 2021 – For appeals lodged after 17 May 2021.**

Where possible, appeals lodged after 17 May 2021 will take place at the same time as those lodged before this deadline, providing there is sufficient time to make the appropriate arrangements. Otherwise, appeals lodged after 17 May 2021 will be heard within **30 school days** of receipt of the completed Appeal Form.

**Lodging and appeal relating to an In-Year admission application decision.**

The appeal may be lodged within **30 school days** of the admission decision being issued in writing. An appeal hearing will then be scheduled to take place within **30 school days** of receipt of the completed Appeal Form.

**4. Administrative timetable**

Appointment of an independent Appeals Clerk and independent Appeal Panel (a minimum of three trained persons satisfying the requirements of the 2012 School Admission Appeals Code).

To be undertaken by the Admission Authority as soon as possible after receipt of the completed Appeal Form.

The Appeals Clerk will notify appellants of the date and time of the appeal hearing and the names of the independent Appeal Panel members.

By letter posted at least **14 calendar days** before the appeal hearing is to take place (appellants may choose to waive this right of notice).

The Appeals Clerk will issue a written statement prepared by the Admissions Authority to explain the reasons for refusal and how the published Admission Arrangements have been applied.

By letter posted at least **7 calendar days** before the date on which the appeal hearing is scheduled to take place.

Additional information relevant to the appeal may be submitted to the Appeals Clerk for distribution to all parties.

May be submitted up to **5 calendar days** before the date on which the appeal hearing is scheduled.

The decision of the Appeal Panel will be notified to the appellant(s) in writing.

By letter posted within **7 calendar days** of the appeal hearing taking place.