

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 2018 on the 1 March 2018, for Year 7 and Year 9 applications, and those who receive an offer of a primary school place for September 2018 on the 16 April 2018, 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 2018 on or after 24 April 2018, or receive an offer of a primary school place for September 2018 on, or after, 18 May 2018, 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 2018)

DATE	EVENT
01 March 2018	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 2018 counts as school day one in the timeline.
3 April to 13 April 2018	EASTER HOLIDAYS
28 March 2018	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.
17 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.
07 May 2018	BANK HOLIDAY
Week beginning 01 May 2018	Secondary School Admission Appeals (week 1 - 4 day week)
Week beginning 07 May 2018	Secondary School Admission Appeals (week 2)
Week beginning 14 May 2018	Secondary School Admission Appeals (week 3)
Week beginning 21 May 2018	Secondary School Admission Appeals (week 4)
28 May to 01 June 2018	HALF TERM
Week beginning 04 June 2018	Secondary School Admission Appeals (week 5)
Week beginning 11 June 2018	Secondary School Admission Appeals (week 6)
18 June 2018	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 2018)

DATE	EVENT
16 April 2018	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.
15 May 2018	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.
28 May to 01 June 2017	HALF TERM
Week beginning 04 June 2018	Secondary School Admission Appeals (week 6)
Week beginning 11 June 2018	Primary School Admission Appeals (week 1)
Week beginning 18 June 2018	Primary School Admission Appeals (week 2)
Week beginning 25 July 2018	Primary School Admission Appeals (week 3)
Week beginning 02 July 2018	Primary School Admission Appeals (week 4)
Week beginning 09 July 2018	Primary School Admission Appeals (week 5)
Week beginning 16 July 2018	Primary School Admission Appeals (week 6)
17 July 2018	40 th school day from deadline for lodging appeal and last day by which the appeal must be heard
25 July 2018	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