



## **Appeals Timetable 2024/25**

### **How do I make an appeal for a place at this School?**

If you wish to appeal against a decision to refuse a place for your child at this school you can appeal online or in writing. A Parent's Guide to the appeals process with a full timetable can be found on The Central Bedfordshire website here:

[https://www.centralbedfordshire.gov.uk/info/5/school\\_admissions/500/school\\_admission\\_appeals](https://www.centralbedfordshire.gov.uk/info/5/school_admissions/500/school_admission_appeals) or by calling 0300 300 8037. Please ensure that you read the guidance notes published online before submitting your appeal.

Admission authorities, clerks and panels should comply with the government Covid-19 guidelines applicable at the time of arranging and hearing the appeal. Where face-to-face hearings cannot take place, hearings should be conducted by telephone or video conference. Where telephone or video conference is not possible, appeals conducted entirely on the basis of written submissions are acceptable.

In accordance with this guidance, Central Bedfordshire Council has put in place arrangements to hear education appeals, virtually, via Microsoft Teams (a free app that can be downloaded to your computer, phone or tablet). If you're struggling to get Microsoft Teams working, email [education.appeals@centralbedfordshire.gov.uk](mailto:education.appeals@centralbedfordshire.gov.uk) for support.

If you do not have access to video conferencing facilities, your appeal will be conducted entirely on the basis of a written submission.

For appeals during the 2024/25 admissions round (to start Reception in September 2024), you should return your completed form to Central Bedfordshire Council by the deadline stated on your offer letter.

### **Primary Appeals Timetable – 2024/25 Admissions Round**

- Offer Date: 16 April 2024
- Deadline for lodging appeals: 16 May 2024
- The School Admission Appeal Code advises that Admission authorities must ensure that appeals lodged by the appropriate deadlines are heard within the following timescales:
  - In-Year Admission Appeals must be heard within 30 school days of being lodged
  - For children due to start school or move into the next tier of school, appeals will be heard within 40 school days of the deadline for lodging appeals.
  - Late appeals which do not meet the deadlines, and appeals made at any other time of year, will be heard within 30 school days of being submitted.

**How much notice of the appeal hearing date will I have?**

Letters notifying parents of appeal dates and times are sent out in line with statutory guidance. These letters will be sent out at least 14 days in advance of the hearing (unless you have agreed to a shorter period than this).

The notification will include a deadline for the submission of any further evidence by you. This is to enable the additional information to be circulated to all parties, giving the Panel and school the opportunity to consider the information in advance of the hearing.

Decision letters are sent out within 7 days of the hearing wherever possible