

School Admissions - Appeals Procedure

Primary Admissions for September 2024

The timetable

National Offer Day - 16 April 2024

It's advisable to read the **School Admissions Appeals Booklet** before you fill in your appeal form (found in the downloads section at the bottom of this page).

If you choose to appeal, you must ensure that you fill in the correct appeal form and must therefore determine whether your appeal falls under the Infant Class Size criteria. You can find out which appeal form you need from our 'Refused a place at your preferred school' webpage. After National Offer Day, you will find a link on this page for 'Appeals for a place to start school in September' which details which schools require an Infant Class Size appeal form.

Please complete the online appeal form (linked on this page) and ensure it is received by **14 May 2024**. Alternatively, you can download and complete a paper form (found in the downloads section of this page), however please be aware that this may take longer to reach us.

Appeals will be heard within 40 school days of the appeal deadline above.

- You will receive at least 10 school days' notice of your appeal hearing, unless you want to waive this right by ticking the appropriate box on the appeal form.
- You must send any additional evidence before the final deadline, which is 7 days before the appeal hearing. The panel will decide whether to consider at the hearing any information or evidence received after that date.
- Decision letters will be sent within 5 school days of the hearing.

For applications received after 15 January 2024 but by 3 May, outcomes will be sent 7 June 2024 and appeal forms must be received by 4 July. Appeals will be heard within 40 school days of this date.

For applications received after 3 May, the appeal will be heard within 30 school days of receipt of the appeal form. This follows the same timetable as in-year appeals.

If you have any queries about the Appeals Procedure for Primary Admissions for September 2024, please contact the School Appeal Co-ordinator at:

appealcoordinator@somerset.gov.uk.