**Admission Appeals Information**

**Who has the right to appeal?**

Parents who are not offered a place at their preferred school or schools are given the right of appeal to an independent school admission appeals panel. If this happens to you, the relevant admissions authority will send you a letter that will give you further information and will explain what to do next, including the deadline for appealing (if you want your appeal to be heard along with all of the other appeals for that school) and who to contact.

**Who is responsible for setting up appeals?**

Individual admission authorities are responsible for making arrangements for admission appeals. For community and voluntary controlled schools, this is the Local Authority. For foundation and voluntary aided schools, free schools and academies, it is the responsibility of the governing body or academy trust. Appeals must be arranged in line with statutory requirements.

**When will my appeal be heard?**

Admission authorities must give anyone who wants to appeal at least 20 school days from the date of the notification that their application was unsuccessful to submit their appeal. Appeals against decisions made in the 'normal admissions round' must then be heard within 40 school days of the deadline for submitting appeals. For applications that were made by the closing date, admission authorities will usually try to ensure that appeals are heard before the end of the summer term, but there are sometimes exceptions to this.  
  
Please see the timetable below, that sets out the timescales for 2023 main admissions round appeals for community and voluntary controlled schools. Foundation and voluntary aided schools, free schools and academies will make their own arrangements for appeals in line with statutory requirements.

**Who sits on an appeal panel?**

Independent admission appeal panel members are trained volunteers who are completely independent of the admission authority. At least one of the three panel members will have a background in education. They have the services of a clerk, who provides legal advice and takes notes at the hearing. Parents can chose to attend the hearing, or have the hearing heard in their absence if for any reason they are unable to attend.

**What happens at an appeal?**

At the appeal hearing, the panel will hear information from the admission authority about why the application was refused - and then need to make a decision as to whether or not the admissions arrangements were legal and correctly applied and whether or not the school would be 'prejudiced' (ie disadvantaged) by the admission of another child.

If the panel does decide that the arrangements were legal and applied correctly, and that the school would be prejudiced by the admission of another child, they then hear the case of the parents. They will ask questions of the parents to try to get all the information they need to make a decision as to who would suffer the greater prejudice - the school if the child were admitted, or the child and family if they were not. This is a balancing exercise - the panels look at a wide range of factors when making their decision. If they find that the disadvantage to the child and family would be greater than that of the school, then the appeal will be successful and the child will be admitted.

**Where can I find more information?**

More information about appeals will be made available if you are not offered a place at your preferred school(s). https://www.gov.uk/schools-admissions or contact the School Admissions and Appeals Team:

School Admissions and Appeals  
Cumbria County Council  
PO Box 415  
Carlisle  
CA1 9GU  
  
Email: [**school.admissions@cumbria.gov.uk**](mailto:school.admissions@cumbria.gov.uk)

**2023 MAIN ADMISSIONS ROUND APPEALS SCHEDULE FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Transfer to secondary school September 2023** | **Starting school September 2023** | **Transfer to junior or primary school September 2023** |
| 1 | Applicants who applied before the relevant closing dates informed of outcome of applications¹ | Wednesday, 1 March 2023 | Monday, 17 April 2023 | Monday, 17 April 2023 |
| 2 | Deadline for lodging appeals – 28 days after notification date (above)² and ³ | Wednesday 29 March 2023 | Monday, 15 May 2023 | Monday, 15 May 2023 |
| 3 | Allow parents at least 14 days’ notice of appeal – appeals commence: | Wednesday, 12 April 2023 | Tuesday 30 May 2023 | Tuesday, 30 May 2023 |
| 4 | Appeals must be heard within 40 school days of the deadline for lodging appeals – appeals will be heard by: | Friday,16 June 2023 | Wednesday, 19 July 2023 | Wednesday, 19 July 2023 |

¹ - School Admissions Code 2021, 2.12 and Determined Co-ordinated Admission Scheme for all Maintained Schools and Academies in the Area of Cumbria County Council 2023/24:

* Offers of secondary school places must be made on 1 March or the ‘next working day’
* Offers of infant/primary school places and junior/primary school places must be made on 16 April or the ‘next working day’
* Admission Authorities are required to publish their appeals timetable on their website by 28 February each year

² - School Admissions Appeals Code 2012, 2.3 (b) – ‘for late applications, appeals should be heard within 40 school days of the deadline for lodging appeals where possible, or within 30 days of the appeal being lodged’.

³ - School Admissions Appeals Code 2012, 2.4 – ‘Any appeals submitted after the appropriate deadline must still be heard, in accordance with whatever timescale is set out in the timetable published by the admission authority’. Main admission round appeals submitted after the deadline date in each of the admissions rounds above will be heard within 30 school days of the relevant date for appeals to commence (row 3 of the table above).