

School admission appeals procedure

Secondary admissions in September 2023

The timetable

National Offer Day 1 March 2023

It's important that you read the [School Admission Appeals Booklet](#) before you fill in the appeal form.

Either complete the appeal form online or download and complete the paper form and ensure it is received **by 29 March 2023**. Appeals will be heard as soon as reasonably practicable and we aim to do this within 40 school days of this date wherever possible.

- You will receive at least 14 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 7 days of the hearing.

For applications received after 31 October 2022 but before 20 March 2023, outcomes will be sent on 2 May 2023 and appeal forms must be received by 7 June 2023. Appeals will be heard as soon as reasonably practicable and we aim to do this within 40 school days wherever possible.

For applications received after 20 March 2023, the appeal will be heard as soon as reasonably practicable and we aim to do this within 30 school days of receipt of the appeal form wherever possible. This follows the same timetable as [in-year](#) appeals.

Contact the School Appeal Co-ordinator at schoolappealcoordinator@somerset.gov.uk