

## Admissions Appeals

### Admission Appeals Code 2022 (2.2)

Admission authorities **must** publish their appeals timetable on their website by **28 February** each year.

As all schools and Academies in Rotherham presently use the Admissions Appeals service provided by Rotherham Metropolitan Borough Council, who also co-ordinate the convening of Independent Panels and provide a clerking service. The timetable for Admission appeals is outlined below.

### Timetable

<b>Statutory Requirement</b>	<b>Timetable</b>
<i>deadline for lodging appeals</i>	<i>20 school days from the date of notification that the application was unsuccessful</i>
<i>notice of their appeal hearing</i>	<i>10 school days in advance</i>
<i>reasonable deadlines for appellants to submit additional evidence,</i>	<i>Three days in advance of the evidence by admission authorities being submitted (as below) to enable this to be circulated and printed.</i>
<i>for admission authorities to submit their evidence,</i>	<i>Seven days prior to the hearing.</i>
<i>and for the clerk to send appeal papers to the panel and parties</i>	<i>Posted/circulated seven days prior to the hearing (sent as soon as papers received).</i>
<i>Appeal decision letters sent by the clerk</i>	<i>within five school days of the hearing wherever possible</i>
<i>Admission authorities <b>must</b> ensure that appeals lodged by the appropriate deadlines are heard within the following timescales</i>	<p><b>For Statutory School age entry (Reception, Year 3 for separate Junior School and Year 7 entry to Secondary school)</b></p> <p><i>for applications made in the normal admissions round (notified on National Offer day – 1<sup>st</sup> March for Secondary and 16<sup>th</sup> April for Primary), appeals <b>must</b> be heard within 40 school days of the deadline for lodging appeals</i></p> <p><i>for late applications (notified after the national offer days), appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged;</i></p>

	<p><i>for applications for in-year admissions, appeals <b>must</b> be heard within 30 school days of the appeal being lodged</i></p> <p><b>for applications to sixth forms:</b></p> <p><i>i) where the offer of a place would have been conditional upon exam results, appeals <b>must</b> be heard within 30 school days of confirmation of those results and subsequent appeal submission;</i></p> <p><i>ii) where the offer of a place would not have been conditional upon exam results, appeals <b>must</b> be heard within 40 school days of the deadline for lodging appeals;</i></p>
<p><i>Any appeals submitted after the appropriate deadline <b>must</b> still be heard, in accordance with whatever timescale is set out in the table published by the admission authority.</i></p>	<p><i>Within 30 school days of the appeal being lodged.</i></p> <p><i>or</i></p> <p><i>40 school days from the deadline for lodging an appeal in the normal round of appeals.</i></p>

Admission decision letters give the details of how to appeal the decision to refuse a school place and completed appeal forms should be emailed to:

[SchoolAppeals@rotherham.gov.uk](mailto:SchoolAppeals@rotherham.gov.uk)

or by post to:

The Appeal Clerk,  
Democratic Services,  
Town Hall,  
The Crofts,  
Moorgate Street,  
Rotherham,  
S60 2TH.