

## ADMISSION APPEALS TIMETABLE September 2024 to September 2025

### Church of England Birmingham

The Church of England Birmingham arranges appeals for some of its schools.

***Following amendments in the Admission Appeals Code 2022, there is flexibility for admission authorities as to how appeals are heard. We may continue to hear appeals by video (or telephone) conference.***

**HOW TO APPEAL:** Please check the admission arrangements given on the relevant school's website to find out whether your appeal application should be made to the Chair of the Governing Board/Trust Board at the school or directly to the Local Authority and which form to use. You must give written reasons for your appeal. Your appeal will be heard within 40 school days of the deadline date for appeals being submitted (or 30 school days for in-year appeals).

Appellants will receive at least 10 school days' written notice of their appeal hearing date (although this notice can be shorter, by agreement). Appeal papers will be sent to all parties at least 5 school days prior to the appeal hearing. Any additional evidence should be submitted to the Appeal Clerk at least 5 school days prior to the appeal hearing. Decision letters will be sent within 5 school days following the hearing, where practicable.

| Children due to start INFANT (Reception), JUNIOR (Y3) OR PRIMARY (Reception) class in September 2025 |                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| National Primary Offer Day                                                                           | 16 April 2025                                                                                                                                                                                                                                                                                             |
| <b>Deadline for submitting appeals</b>                                                               | 02 June 2025                                                                                                                                                                                                                                                                                              |
| Appeals received by 02 June 2025                                                                     | will be heard in June and July 2025 (and by 21 July 2025)                                                                                                                                                                                                                                                 |
| Appeals received after 02 June 2025 (late appeals)                                                   | will be heard by 21 July 2025 where practicable, or within 30 school days of the appeal being lodged, whichever is later.<br><i>Please note that it may not be possible to hear late appeals before the start of the new school year in September 2025. Appeals are not heard during school holidays.</i> |

#### In-year Admission Appeals

If your child has been refused a place at one of your preferred schools **outside the normal round of admissions** (ie at any time other than as above), you may appeal within 20 school days of the refusal of the place. Your appeal will be heard within 30 school days of being lodged. Appeals are not heard during school holidays.

Check the individual school's website for information about how to lodge an appeal application.