



At Chellaston Infant School, we believe that everyone should reach their full potential in a safe, fun and happy environment which promotes independence, self-worth and excellence. Everyone is a learner whose values are respected.

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APPEALS TIMELINE FOR SEPTEMBER ADMISSIONS	ACTION(S)
Autumn 2023	Confirm appeal date(s) with the independent panel/clerk. Most schools now hold these virtually. <i>(Arrange with independent clerk)</i>
27 February 2024 ¹	Deadline date for publishing the appeals timeline on the school website.
Usually end April/early May	Deadline date for appeals to be lodged with the school for consideration as part of the main round appeals . The school must allow at least 20 school days from the date of notification that an application was unsuccessful.
Three days after the deadline date (see item 3)	Write to parents² letting them know when their appeal will take place. You can send out the appeals pack at this stage to all parties or at least 10 school days prior to the meeting.
By no later than 14 days (10 school days) before the appeal meeting	At least 10 school days prior to the date of an appeal, you must provide all parties with the appeal pack – if you have not done so at stage 4.
Set date(s) in May/June/July for your Main Round of appeals, in line with your deadline date for lodging an appeal (stage 3)	Appeals can be heard at any time during this period i.e. within 40 school days of the deadline date to lodge an appeal. If your main round of appeals take place after the end of June the school may not have adequate time for any transition work to take, should the panel decide a child should be admitted.
By no later than 30 <u>school</u> days from appeal lodge date	Late Appeals These should be heard within 30 school days of being lodged with the school. Sometimes, with the appellant's permission, these can be included in the main round of appeals, as above, or you can arrange the appeal much closer to the 30 school days' deadline, which sometimes results in appeals being heard in September rather than before the summer holidays.

¹ This date is set in accordance with the DfE Admission Appeals Code

² Also known as appellants

