

School admission appeals procedure

Primary admissions in September 2022

The timetable

National Offer Day 16 April 2022

If you decide to appeal you must make sure you fill in the correct appeal form, for example, for Infant Class Size. You can find out which appeal form you need from our [‘Refused a place at your preferred school’](#) webpage.

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

Please complete the appeal form online and **return it by 23 May 2022**. Alternatively, you can download and complete the paper form, however please be aware that this may take longer to reach us.

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 15 January 2022 but before 3 May, outcomes will be sent on 6 June 2022 and appeal forms must be received by 4 July. 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 3 May, 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