

Appeals Timetable for allocation of places for September 2023

Appeals for secondary transfer into Year 7 and Reception intake received by the closing date are normally held during May, June, and July each year. The proposed appeal timescales for secondary transfer and reception intake for September 2023 will be as follows.

DATE	Secondary	Primary
Allocation Day – the day emails are sent out informing parents of which school they have been allocated a place.	Weds 1 March 2023	Monday 17 April 2023
Deadline for appeal applications (at least 20 school days)	Friday 31 st March 2023	Friday 19 th May 2023
Deadline for appeals to be heard (within 40 school days)	By Monday 19 th June 23	By Thursday 20 th July 23
Appeals will be heard between	May/June 2023	June/July 2023

Appeals lodged after these dates (late applications) appeals should be heard 40 schools' days from the deadline for lodging appeals, where possible, or within 30 schools' days of the appeal being lodged. (*School Admission Appeals Code Oct 2022; 2.3a*)

Appeals in respect of in-year applications, where possible, will be heard within 30 school days of receipt. If you decide to request an appeal after 6 June, it **may not** be possible to offer an appeal date before the end of the summer term. Appeals are not held in the school holidays. Appellants (the person/s lodging an appeal) will receive notification of the date, time, and venue of their appeal date at least 10 school days before the hearing.

Appellants and the admission authority must provide the clerk, with any relevant and requested documents, within the specified timetable. The clerk to the panel will send to the panel, the appellants, and the admission authority all the documentary evidence to be considered at the hearing, within a reasonable time before the date of the hearing.

Notification of the panel decision will be provided to the appellants in writing within 5 school days, after the hearing, unless there is good reason. Decisions of Appeals Panels are final and binding on both the Admission Authority and the school.

DHMAT engage independent external appeal panel and clerk to process their admission appeals. In line with the Admissions Appeals Code, October 2022, appeal panels can be heard, virtually, face to face or hybrid (both).

Admission appeal requests for any DHMAT schools must be in writing, by email, to admin@dhmat.org.uk with Admission appeal referenced in the subject line on the email. **or by post to:**

Canon Andrew Teale,
Admissions Appeal,
Unit 11, The Business Quarter,
Ludlow Eco Park, Sheet Road,
Ludlow,
Shropshire,
SY8 1FD.