

School Admission Appeals Deadlines



As the Admission Authority, Children's Endeavour Trust (CET) manages the appeal process for all the schools with the Trust.

Appeals for places at schools within CET are governed by the current School Admission Appeals Code. This Code applies to admission appeals for all maintained schools and Academies in England. The Code requires that all admission authorities must ensure that appeals lodged by the appropriate deadline are heard with the following timescales:-

- a) For applications made in the normal admission round for reception classes at Abbot's Hall, Bosmere, Broke Hall, Chilton, Combs Ford, Freeman and Whitehouse and for year 3 classes at Springfield Juniors (i.e. those who receive an offer of a place for September 2023 from 17th April 2023) appeals must be heard within 40 school days of the deadline for lodging appeals. See table A below.
- b) For late applications, (i.e. those applicants whose application was received after the closing date for applications and who receive an offer of a school place for September 2023 beyond April 2023) appeals should be heard within 40 schools days for the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged. See table B below. For information on how Suffolk County Council processes late applications [click here](#).
- c) For applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged. See table B below.

A "school day" is defined as any day in which a school is in session. This means that all weekends, bank holidays and school holidays are not counted.

Table A: Normal Admission Round Appeals

(Reception classes at Abbot's Hall, Bosmere, Broke Hall, Chilton, Combs Ford, Freeman and Whitehouse. Year 3 classes at Springfield Juniors)

Date	Event
15 th January 2023	Deadline for on-time applications
17 th April 2023	Offers published on Suffolk Portal and letters/emails sent to parents who applied on time
16 th May 2023	Deadline for parents to lodge an appeal
W/c 26 th June 2023	Admission Appeals week

Table B: Appeal timetable for Late and In-Year applications

Offer Received	Following the receipt of an offer of a school place, parents have the right to appeal for a place at the school where they have been refused a place
Appeal Lodged	Upon receipt of a completed appeal form, the appellant will be sent a letter of acknowledgement within 10 school days
Appeal Date Assigned	The Admissions Appeals Officer will assign the appeal date, which must be within 30 school days of the appeal being lodged (if outside of the appeals deadline date) or within 40 school days (if an appeal is received by the appeals deadline date). The appellant will be sent a letter confirming this date at least 10 school days prior to the hearing date
Appeal Paperwork Dispatched	The Admission Appeals Officer will send the appellant the pack containing the statements 5 working days prior to the hearing date.
Appeal Hearing	The Admission Appeal will be heard by an Independent Appeals Panel, and will be clerked by a trained clerk.
Decision Letter	The trained clerk for the admission appeal will be responsible for sending a decision letter to parents within 5 school days.