



The Hinckley SCHOOL

School Admission Appeals Timetable FOR SEPTEMBER 2025 ENTRY

Date of last Review:	January 2024
Reviewed by:	Lisa Hickman, Headteacher (with Leicestershire County Council)
Approved by Governors on:	February 2024
Frequency of Review:	Annually
Date of next review:	January 2025

In-year or immediate entry appeals (outside the normal round of entry):

Appeals should be lodged with Leicestershire County Council Admissions within 20 school days of being notified that the application was unsuccessful. Appeals resulting from in-year or immediate entry admission applications outside of the normal round of entry, will be heard within 30 school days of the appeal being lodged.

September 2025 Entry

Appeals for year of entry or transfer applications for admission in September 2024 will be heard according to the following dates where the appeal is submitted on time:

Appeals lodged by (tbc by LCC)

Appeals to be heard between May and June

Appeals received after these deadlines will be heard within 40 school days of the deadline date or within 30 school days of the appeal being lodged (whichever is later).

Secondary School on-time applicants:

The hearing window for appeals to take place is between May and June. You will receive notification of your hearing date during this time period.

As necessary, school appeals will be conducted in accordance with the School Admissions (England) (Coronavirus) (Appeals Arrangements) (Amendment) Regulations 2020 as amended.

You will receive notification of any changes prior to your hearing.

Late Applications for the purposes of an appeal against a decision to refuse admission, an application is a 'late' application if:

- it is for the admission of a child to a 'relevant age group';
- it is submitted before the first day of the school term of the admission year; and
- the decision about the application is not made on or before the national offer date.

The 'relevant age group' is the age group at which students are or will normally be admitted to the school e.g. Year 7 (Section 142 of the School Standards and Framework Act 1998).

Appeals arising from late applications must be lodged within 20 school days of being notified that the application was unsuccessful.

In these circumstances appeals will be heard within 40 school days of the deadline for lodging appeals, where possible or within 30 school days of the appeal being lodged.

For all appeals Appellants will be sent notification of their appeal hearing at least 10 clear school days in advance of the hearing.

Appellants will be sent a copy of the school's case at least 7 clear working days in advance of the hearing. All papers relating to an appeal will usually be sent to Appeal Panel members at least 5 clear working days prior to the date of the appeal hearing.

When submitting their appeal appellants should include any documentation on which they wish to rely on with their appeal.

If an appellant wishes to submit further evidence which was not included with their initial appeal form, they must make sure that **it is received at least five clear working days prior to the Appeal Hearing date**. Any additional evidence or information received after this date might not be considered at the appeal hearing. The Appeal Panel must decide whether any material not submitted by the specified deadline is to be considered, taking into account its significance and the effect of a possible need to adjourn the hearing.

Decision letters following an appeal will be sent within 5 school days or 7 calendar days of the appeal hearing wherever possible by Leicestershire County Council.