

Admissions Appeals

Admission Appeals Code 2022 (2.2) Updated Sept 2026

Admission authorities **must** publish their appeals timetable on their website by **28 February** each year.

The majority of schools and Academies in Rotherham presently use the Admissions Appeals service provided by Rotherham Metropolitan Borough Council, who also co-ordinate the convening of Independent Review Panels and provide a clerking service. The timetable for Admission appeals is outlined below.

Timetable

Statutory Requirement	Timetable
<i>deadline for lodging appeals</i>	<i>20 school days from the date of notification that the application was unsuccessful</i>
<i>notice of their appeal hearing</i>	<i>10 school days in advance</i>
<i>reasonable deadlines for appellants to submit additional evidence,</i> <i>for admission authorities to submit their evidence,</i> <i>and for the clerk to send appeal papers to the panel and parties</i>	<i>Ten days in advance of the hearing to enable this to be circulated and printed.</i> <i>Ten school days prior to the hearing.</i> <i>Posted and emailed preferably two weeks prior to the hearing, but this is dependent on the volume of hearings being processed (sent as soon as papers received).</i>
<i>Appeal decision letters sent by the clerk</i>	<i>within five school days of the hearing panel's decision-making (which may not be the hearing date in the case of multiple appeals for the same school and year group) wherever possible</i>
<i>Admission authorities must ensure that appeals lodged by the appropriate deadlines are heard within the following timescales</i>	<i>For Statutory School age entry (Reception, Year 3 for separate Junior School and Year 7 entry to Secondary school)</i> <i>for applications made in the normal admissions round (notified on National Offer day – 1st March for Secondary and 16th April for Primary), appeals must be heard within 40 school days of the deadline for lodging appeals</i> <i>for late applications (notified after the national offer days), appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged;</i>

	<i>for applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged</i> <i>for applications to sixth forms:</i> <i>i) where the offer of a place would have been conditional upon exam results, appeals must be heard within 30 school days of confirmation of those results and subsequent appeal submission;</i> <i>ii) where the offer of a place would not have been conditional upon exam results, appeals must be heard within 40 school days of the deadline for lodging appeals;</i>
<i>Any appeals submitted after the appropriate deadline must still be heard, in accordance with whatever timescale is set out in the table published by the admission authority.</i>	<i>Within 30 school days of the appeal being lodged.</i> <i>or</i> <i>40 school days from the deadline for lodging an appeal in the normal round of appeals.</i>

Admission decision letters give details of how to appeal the decision to refuse a school place. You can do this online at [School admission appeals – Rotherham Metropolitan Borough Council](https://www.rotherham.gov.uk/school-admission-appeals). Alternatively, a completed appeal forms should be emailed to:

SchoolAppeals@rotherham.gov.uk

or by post to:

The Appeal Clerk,
School Effectiveness
Service
Children and Young People's Services
Rotherham Metropolitan Borough Council
Rockingham Professional Development Centre
Roughwood Road
Rotherham
S61 4HY