

## School Admission Appeals Timetable

**Applies for appeals lodged between 1st March 2025 – 28th February 2026**

School Admission appeals are administered in accordance with the requirements of the school Admission Appeals Code, issued by the Department for Education.

If you have applied for a place at The Holy Trinity C of E Secondary School and your child has been refused admission, you have the legal right to appeal against that decision. The School Admission Appeal form can be accessed through the West Sussex County Council website – [www.westsussex.gov.uk/schoolappeals](http://www.westsussex.gov.uk/schoolappeals)

### Appeals lodged in connection with starting school in September 2025

Decision of school placement for Secondary School Transfer admissions are notified by the Local Authority on National Offer Day, **1<sup>st</sup> March 2025**.

Appeal Deadline: Appeal Form to be submitted to the appeals department by **29<sup>th</sup> March 2025**.

Appeal hearings will take place within **forty school days** of the appeal deadline.

### Appeals lodged after the 2025 secondary school transition appeal deadline

It may be possible for the appeals lodged after 29<sup>th</sup> March 2025 to take place at the same time as those lodged before the appeal deadline, but only where there remains sufficient time to make the appropriate arrangements. Otherwise (late) appeals will be heard within **thirty school days** of receipt of the appeal form.

### Appeals lodged in connection with applications for places required during the academic year (In-year admission)

An appeal may be lodged at any time following an in-year admission decision of refusal, but not beyond the academic year in question. An appeal hearing will be scheduled to take place within **thirty school days** of receipt of the appeal form.

### Administrative timetable applicable to all appeal hearings

An independent appeal panel members and clerk will be appointed.

As soon as possible after receipt of the appeal form.

Appellant(s) will be notified of the date and time for his/her appeal hearing and provided with the names of the independent appeal panel members.

Parents will be informed via email or letter a minimum of **10 school days** prior to the appeal hearing date.

The clerk will provide the appellant(s) and independent appeal panel with all the information submitted in connection with the appeal, including a statement prepared by the Admissions Authority to explain the reasons for refusal.

Approximately **five working days** before the appeal hearing is to take place.

The appeal panel decision is binding and will be notified to appellant(s) in writing. Parents can also contact the appeals department by phone on the following day.

Within **five school days** following the appeal hearing, wherever possible.