

Information for parents / carers

If you have been refused a place at your preferred school you have the right of appeal against the decision to an Independent Appeal Panel. You can appeal for more than one school at the same time.

If you wish to appeal against a decision for a Reception, Infant, Junior and Year 7 place, or transfers in any other year group, you must complete an appeal form. The appeal form must be returned to the Admissions Team or to the school directly if they hold their own appeals. Details of which appeal form you need to complete and which schools handle their own appeals are available on our website www.leeds.gov.uk/residents/children-families-and-carers/schools-and-learning/school-places/admissions-appeals.

Transfer to Secondary School (Year 7 – 2019/20)

Allocation e-mails / letters sent to parents	1 st March 2019
First cut-off for waiting list requests	15 th March 2019
Deadline for accepting offers and submitting appeal forms	28 th March 2019
Places allocated from the waiting lists	Late March 2019 – August 2019
Appeals held	May – July 2019
Appeals received by first cut-off date will be heard within 40 school days	15 th June 2019

Transfer to Primary/Junior School (Reception & Year 3 – 2019/20)

Allocation e-mails / letters sent to parents	16 th April 2019
First cut-off for waiting list requests	2 nd May 2019
Deadline for accepting offers and submitting appeal forms	17 th May 2019
Places allocated from the waiting lists	Mid May 2019 – August 2019
Appeals held	Mid June 2019 – July 2019
Appeals received by first cut-off date will be heard within 40 school days	19 th July 2019

If your appeal is received after the deadline for submitting appeals, we will still accept your appeal request however, depending on when we receive the form, we may not be able to hear your appeal before the end of the academic year (i.e. 24th July 2019).

Appeals against a decision for transfers in any other year group will be heard within 30 school days of the appeal being lodged (where the right of appeal has been given).

You will be sent a letter informing you of the date, time and location of your appeal. You will receive at least 10 school days' notice of the appeal hearing.

Wherever possible, the appeals clerk will send you the appropriate appeal paperwork 5 working days in advance of the hearing. This will include the admission authority's case which provides the reasons why your child was refused a place at the school.

You must ensure any additional evidence you wish to submit in support of your appeal is received by the Admissions Team at least four working days before your appeal. Any material not submitted by the specified deadline may not be considered by the Independent Appeal Panel. You must also inform the Local Authority if you intend to call any witnesses or be represented at the appeal hearing.

Wherever possible, decision letters will be sent within five school days of the appeal hearing.

School days are term time only and do not include school holidays. If an appeal is submitted in the holidays the school days deadline will not start until the beginning of the next term e.g. an appeal received in July after schools have closed will not be heard until the new academic term, 'school days' will start from the beginning of the new term in September.

Additional information for schools who are their own admitting authorities

All schools who are their own admitting authority, and whose appeals are handled by the Local Authority, must submit their evidence to the Local Authority at least 10 school days in advance of the appeal hearing.