

## School admission appeals timetable for academic year 2021/22

The timetable for School Place Appeals is contained in the following table. Details in the table should be read in conjunction with the supporting notes below it. Refer to the Swindon Borough Council website below for more information.

[https://www.swindon.gov.uk/info/20071/school\\_places\\_and\\_admissions/973/school\\_admission\\_ap](https://www.swindon.gov.uk/info/20071/school_places_and_admissions/973/school_admission_ap)

Your appeal will be arranged by the Appeal Clerks within Legal Services who work independently of the Admissions Team.

Primary school appeals

On-time applications - received by 15 January 2021.

Date	Event
Friday, 16 April 2021	Primary transfer allocation day
Monday, 17 May 2021 by 4.00pm*	Deadline by which your primary transfer appeal form must be received by the Appeal Clerks (20 school days)
Monday, 19 July 2021	Appeals heard for on-time applications (40 school days)

\* This is your completed appeal form setting out the reasons for your appeal and including any supporting documents.

Supporting notes for the timetable

- School place appeals received, for any reason, after the deadline, will be heard in 40 school days or in 30 school days of receipt of the appeal, whichever is the later
- You will receive at least 10 school days' notice of the date of your appeal hearing. You may waive your right to this length of notice.
- Any additional evidence must be received by the Appeal Clerks at least six working days before the date of your appeal hearing. Any evidence submitted after this time may not be considered at the appeal.
- Appeal papers to be considered at the hearing will be issued to the Appeal Panel and other parties five working days before the hearing.
- A letter notifying you of the outcome of your appeal will be sent in five school days of the appeal wherever possible. However, during the busy period of April to July it is generally not possible to issue the letter in this time, but the Clerk will give an indication of when it can be expected at the hearing.

In-year applications will be heard in 30 school days. Parents are requested to complete their appeal form within 20 school days from the date of notification that their application was unsuccessful.

Further advice

For further information on the appeal process, email: [admissionappeals@swindon.gov.uk](mailto:admissionappeals@swindon.gov.uk)