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**Appeals Timetable 2022-2023**

Appeal applications should be made in writing to the Chair of the Local Academy Board for any Church of England Birmingham school which is its own Admissions Authority (any Academy or Voluntary Aided school). Please ask the school/Academy for an Appeal Form. You must give written reasons for your appeal.

Once an appeal has been lodged, appellants will receive at least 14 calendar days written notice of their appeal hearing date (although appellants can waive their right to this). Appeal papers will be sent to all parties at least 5 calendar days prior to the appeal hearing.

If you would like to submit additional evidence prior to the appeal hearing, you should ensure that this is submitted to the Appeal Clerk at least 7 calendar days prior to the appeal hearing. Decision letters will be sent within 7 calendar days following the hearing, where practicable.

**Admission Appeals for children due to start Infant, Junior or Primary School in September 2022**  
If your child is due to start our primary school in September 2022, you may appeal if you were refused a place.

Application period starts - Friday 1 October 2021

Closing Date for applications - Saturday 15 January 2022

National Primary Offer Day – Tuesday 19 April 2022.

Deadline for lodging appeals – Wednesday 18 May 2022

Appeal hearings for appeals submitted on time - Wednesday 20 July 2022

Round closes (applications need to be made using In-Year application directly to the school) - Sunday 31 July 2022

Term starts - Monday 5 September 2022

Please note that it may not be possible to hear late appeals before the start of the new school year in September 2022.

**In-year Admission Appeals**  
If your child has been refused a place at our school outside the normal round of admissions (ie at any time other than as above), you may appeal within 28 calendar days of the refusal of the place. Your appeal will, where practicable, be heard within 30 school days of being lodged. In-year Appeal applications must be made in writing to the Chair of Governors for the school.

Please ask the school for an Appeal Form.