ELM PRIMARY ACADEMY
ADMISSION APPEALS TIMETABLE 2026
RECEPTION AND YEARS 1, 2 AND 3

Notification of school places for entry in September 2026 for on-time applications

Offer Day & Notification Letters by the Local Authority	16th April 2026
Deadline for acceptance of offer by parent/carer	1st May 2026
Deadline for lodging an on-time admission appeal	15th May 2026
Appeal Hearing Dates	June 2026

Notification of school places for entry in September 2026 for late applications

Offer Day & Notification Letters by the Local Authority	14th May 2026
Deadline for acceptance of offer by parent/carer	28th May 2026
Deadline for lodging a late admission appeal	18th June 2026

Lodging an Appeal and the Appeal Hearing

- School Admission Appeals will be processed in line with the requirements set out in the School Admissions Appeal Code.
- Parents/Carers have the right of appeal against the admission decision to an independent appeal panel. This is known as a 'school admission appeal' and is governed by the Department for Education (DfE).
- Please ensure that you read this information carefully before lodging an appeal.
- The deadline, stated above, for lodging an appeal is at least 20 school days from date of notice that the application was unsuccessful.
- Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or within 30 school days of the appeal being lodged, whichever is the later date.
- Notification of the appeal hearing date will be sent at least 10 school days before the hearing. School days do not include school holidays, inset days, bank holidays or weekends.
- Appeals are heard during the daytime on weekdays. They are not normally heard during school holidays. Where there are multiple appeals for places at the same school, the hearings may take place over multiple days.
- The school's case will be made available to parents/carers and panel members at least 5 school days before the start of the appeal hearing.
- Additional evidence may be submitted up to 5 school days before the hearing.

- Any additional evidence received after this date might not be considered at the appeal hearing. The Appeal Panel must decide whether it should be considered, accounting for its significance and the effect of a possible need to adjourn the hearing.
- Following the hearing, decision letters will be sent, where possible, within 5 school days of the end of the hearing. During busy periods, such as main entry, full decision letters may take longer than this, so the Clerk will send a brief decision summary email in the interim.

To lodge an appeal please complete the Appeal Admissions Appeal Form available on the Academy website (Elm Academy - Academy Admissions).

If you require a paper copy of the form, please contact the school office – 01202 574212, elm@ea.weareauthentic.education

In-Year Appeals – for changing your child's school during the academic year

- Appeal hearings for in-year places will be heard within 30 school days of the appeal being lodged.
- In-year appeals will be heard in line with the timeframes set out in the School Admission Appeals Code.
- If an appeal is not successful, the place on the waiting list is unaffected.

Deadline for lodging an appeal against in-year application	At least 20 school days from the parent receiving notice of the refusal of a school place
Notice of the Appeal Hearing	At least 10 school days before the hearing appeal
Appeal papers sent to the parents/carers, the panel and the school	5 days before the appeal hearing
Additional evidence to be submitted	5 days before the appeal hearing
Decision letters sent to the appellants to advise if the appeal has been upheld or refused	Within 5 school days of the hearing (wherever possible)