

Admission Appeals

How do I appeal?

Appeal forms should be requested as per the instructions on your decision letter i.e. all appeals should be made in writing by completing the appropriate online form provided by the Admissions Team.

To request an appeal form for a Doncaster school email admissionappeals@doncaster.gov.uk with the following:

- Childs Name
- Childs Date of Birth
- School you wish to appeal for

Alternatively, please leave the above details along with your home address on the voicemail service – 01302 737274.

A guidance document and a link to an online appeal form will be emailed to you with a form for you to complete and submit.

When will my appeal be heard?

Statutory Requirement	Timetable
Deadline for lodging appeals	20 school days from the date of notification that the application was unsuccessful
Notice of the Appeal Hearing	10 school days in advance
Reasonable deadlines:	for appellants to submit additional evidence: 3 days in advance of the evidence by admission authorities being submitted (as below) to enable this to be circulated. for admission authorities to submit their evidence: 7 days prior to the hearing. for the clerk to send appeal papers to the panel and parties: Circulated 7 days prior to the hearing
Admission authorities must ensure that appeals lodged by the appropriate deadlines are heard within the following timescales	Reception entry to Infant/Primary School, Year 3 for separate Junior School and Year 7 entry to Secondary school For applications made in the normal admissions round (notified on National Offer day – 1st March for Secondary and 16th April for Primary), appeals must be heard within 40 school days of the deadline for lodging appeals. For late applications (notified after the national offer days), appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged;

	In-Year admissions/transfers Appeals must be heard within 30 school days of the appeal being lodged
Notice of appeal hearing	10 school days in advance
Appeal decision letters sent by the clerk	within five school days of the hearing wherever possible