

## Diocese of Hereford Multi-Academy Trust Appeals Timetable for allocation of places for September 2024

Appeals for secondary transfer into Year 7 and Reception intake received by the closing date are normally held during May, June, and July each year. The proposed appeal timescales for secondary transfer and reception intake for September 2024 will be as follows.

DATE	Secondary	Primary
<b>Allocation Day</b> – the day emails are sent out informing parents of which school they have been allocated a place.	1 March 24	16 April 24
Deadline for appeal applications <b>(at least 20 school days)</b>	No later than 12 April 2024	No later than 15 May 2024
Deadline for appeals to be heard <b>(Within 40 school days)</b>	No later than 17 June 24	No later than 17 July 24
Appeals will be heard between	May/June	June/July

Appeals lodged after these dates (late applications) should be heard 40 school days from the deadline for lodging appeals, where possible, or within 30 schools' days of the appeal being lodged. (*School Admission Appeals Code Oct 2022; 2.3a*)

Appeals in respect of in-year applications, where possible, will be heard within 30 school days of receipt. If you decide to request an appeal after 6 June, it **may not** be possible to offer an appeal date before the end of the summer term. Appeals are not held in the school holidays. Appellants (the person/s lodging an appeal) will receive notification of the date, time, and venue of their appeal date at least 10 school days before the hearing.

Appellants and the admission authority must provide the clerk, with any relevant and requested documents, within the specified timetable. The clerk to the panel will send to the panel, the appellants, and the admission authority all the documentary evidence to be considered at the hearing, within a reasonable time before the date of the hearing.

Notification of the panel decision will be provided to the appellants in writing within 5 school days, after the hearing, unless there is good reason. Decisions of Appeals Panels are final and binding on both the Admission Authority and the school. DHMAT engage independent external appeal panel and clerk to process their admission appeals.

Admission appeal requests for any DHMAT schools must be in writing, by email, to [admin@dhmat.org.uk](mailto:admin@dhmat.org.uk) with Admission appeal referenced in the subject line on the email.

### **or by post to:**

Canon Andrew Teale,  
Admissions Appeal,  
Unit 11, The Business Quarter,  
Ludlow Eco Park, Sheet Road,  
Ludlow, Shropshire,  
SY8 1FD.