

**Broadwater C of E Primary School Admissions Appeal Timetable**  
**To apply for appeals lodged between March 1st 2026 and February 28th 2027**

School Admission appeals are administered in accordance with the requirements of the School Admission Appeals Code issued by the Department for Education.

If you have applied for a place at Broadwater C of E Primary School and your child has been declined admission, you have the legal right to appeal against that decision. An appeal form can be completed online on the Local Authority website: <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/apply/make-an-admissions-appeal/school-admissions-appeal-form/>

The following timetable will apply:

- 1. APPEALS LODGED** (in connection with starting school in September 2026): Families will have been notified about decisions by the Local Authority on 16 April 2026  
**Appeal Deadline:** Appeal Form to be submitted to the school by 15 May 2026  
**Appeal Hearing:** will take place within 40 school days of the appeal deadline
- 2. APPEALS LODGED AFTER APPEAL DEADLINE:** It may be possible for appeals lodged after 15 May 2026 to take place at the same time as those lodged before this appeal deadline, but only where there remains sufficient time to make the appropriate arrangements. Otherwise (late) appeals will be heard within 30 school days of receipt of the appeal form
- 3. APPEALS LODGED IN-YEAR ADMISSIONS:** (in connection with applications for places required during the academic year). An appeal may be lodged at any time following an in-year admission decision, but not beyond the academic year in question. An appeal hearing will be scheduled to take place within 30 school days of receipt of the appeal form
- 4. ADMINISTRATIVE TIMETABLE:** applicable to all appeal hearings.  
As soon as possible after receipt of the appeal form Appellant(s) will be notified of the date and time for his/her appeal hearing and provided with the names of the independent appeal panel members at least 10 school days before the appeal hearing is to take place.

The clerk will provide the appellant(s) and independent appeal panel with all the information submitted in connection with the appeal, including a statement prepared by the Admissions Authority to explain the reasons for refusal approximately 10 school days before the appeal hearing is to take place:

Further (new) information relevant to the appeal may be submitted to the clerk for distribution to all parties. No later information will be accepted unless agreed by the Chairman up to three school days before the appeal hearing is to take place:

The appeal panel decision is binding and will be notified to appellant(s) in writing within five school days following the appeal hearing