

Author	Claire Pannell	Target group	All school community
Issued	February 2022		
Approved by	Anthem	Next review	February 2023

## Process timeline for admission in 2022-2023

### Determination year 2021 – for admission in 2022-23

<b>1 October 2020</b>	<b>Start consultation:</b> Earliest date to start consultation (min 6 weeks) on proposed admission arrangements (i.e. new admission policy).
<b>1 January 2021</b>	<b>Deadline:</b> Local authority to formulate a coordinated scheme for state-funded schools in their area, including any new school or academy that is due to open.
<b>31 January 2021</b>	<b>Complete consultation:</b> Deadline for the completion of the consultation on proposed admission arrangements.
<b>28 February 2021</b>	<b>Determine admission arrangements:</b> Deadline for admission arrangements to be determined even if they have not changed from the previous year and a consultation has not been required.
<b>28 February 2021</b>	<b>Deadline:</b> After which the Secretary of State may impose a coordinated scheme if local agreement has not been secured by this date.
<b>15 March 2021</b>	<b>Send determined admission arrangements to LA:</b> Deadline for admission authorities to send a copy of their full determined arrangements to LA.
<b>15 March 2021</b>	<b>Publish your admission arrangements:</b> Deadline for local authorities to publish on their website the proposed admission arrangements for any new school or academy which is intended to open within the determination year, details of where the determined arrangements for all schools, including academies, can be viewed, and information on how to refer objections to the Schools Adjudicator. Academies should also publish admission arrangements on their own school website, displaying them for the whole offer year.
<b>15 May 2021</b>	<b>Schools Adjudicator deadline:</b> Deadline for objections to the Schools Adjudicator.
<b>30 June 2021</b>	<b>Deadline:</b> Local Authorities to report to the School Adjudicator on admission arrangements in their area.
<b>8 August 2021</b>	<b>Send info to LA:</b> Deadline for admission authorities to provide admission arrangements information to the local authority to allow them to compile composite prospectus.

## Offer year 2021 - for admission in 2022-23

<b>12 September 2021</b>	<b>LA to publish prospectus:</b> Deadline for local authorities to publish composite prospectus.
<b>31 October 2021</b>	National closing date for secondary school applications.
<b>15 January 2022</b>	National closing date for primary school applications.
<b>28 February 2022</b>	<b>Publish appeals timetable:</b> Deadline for admission authorities to publish their appeals timetable on their website.
<b>March 2022 to end August 2022</b>	<b>Late applications:</b> Parents apply to the local authority in which they live for places at their preferred primary or secondary schools/academies.
<b>1 March 2022</b>	National offer day for secondary school places.
<b>16 April 2022</b>	National offer day for primary school places
<b>30 June 2022</b>	<b>Deadline:</b> Local authorities to report to the Schools Adjudicator on admission arrangements in their area. <b>Appeals:</b> Admissions authority to adhere to timescales in Schools Admissions Appeals Code
<b>September 2022</b>	<b>New intake starts at school</b> <b>In-Year applications:</b> Post the start of term in September 2022, an application for admission between September 2021 and end of Summer term 2022 is an ‘in-year’ application, and parents will need to apply to the academy’s admission authority directly, see our website for further information. Prior to the start of term applications should be made to the LA. The LA should provide a form and info.

## September 2022 entry – appeals timetable

Please note that the DFE have made [temporary regulatory changes](https://www.gov.uk/government/publications/school-admissions-appeals-code/changes-to-the-school-admission-appeals-code-regulations-during-the-coronavirus-outbreak) due to Covid-19, which came into force on 24 April 2020 and have now been extended again until 30 September 2022. The new temporary rules will continue to apply to any appeals lodged before 30 September 2022.

<https://www.gov.uk/government/publications/school-admissions-appeals-code/changes-to-the-school-admission-appeals-code-regulations-during-the-coronavirus-outbreak>

The new regulations:

- disapply the requirement that appeals panels must be held in person and instead give flexibility for panel hearings to take place either in person, by telephone, video conference or through a paper-based appeal where all parties can make representations in writing
- relax the rules with regard to what happens if one of the 3 panel members withdraws (temporarily or permanently) to make it permissible for the panel to continue with and conclude the appeal as a panel of 2
- amend the deadlines relating to appeals for the time that the new regulations are in force

Appeals for children refused a place at a preferred Anthem school for admission to Year 7 or Reception class in September 2022 will therefore be heard according to the following statutory timescales:

	Offer date	Appeals lodged	Appeals to be heard
Secondary	1 March 2022	by 30 March 2022	within 40 calendar days
		after 30 March 2022	within 30 calendar days
Primary	16 April 2022	by 17 May 2022	within 40 calendar days
		after 17 May 2022	within 30 calendar days

Parents/carers will be notified of their appeal date at least 14 calendar days before the hearing (although parents/carers can waive their right to this notice period).

A copy of the school’s statement of case will be sent to each parent/carer five calendar days before the hearing.

Decision letters will be sent within 7 calendar days of the hearing or written submission decision, wherever possible.

*Note: We may set new or revised reasonable deadlines relating to the parties submitting evidence and for the clerk to send the relevant appeal papers to the appeal panel and parties. These deadlines may be set on a case by case basis and can take account of the circumstances of each appeal case. All parties will be notified of any revised deadlines as soon as is reasonably possible.*