

Process timeline for admission in 2024-25

Determination year 2022-23 – for admission in 2024-25

1 October 2022	Start consultation: Earliest date to start consultation (min six weeks) on proposed admission arrangements (i.e. new admission policy).
1 January 2023	Deadline: 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.
31 January 2023	Complete consultation: Deadline for the completion of the consultation on proposed admission arrangements.
28 February 2023	Determine admission arrangements: Deadline for admission arrangements to be determined even if they have not changed from the previous year and a consultation has not been required.
28 February 2023	Deadline: After which the Secretary of State may impose a coordinated scheme if local agreement has not been secured by this date.
15 March 2023	Send determined admission arrangements to LA: Deadline for admission authorities to send a copy of their full determined arrangements to LA.
15 March 2023	Publish your admission arrangements: 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.
15 May 2023	Schools Adjudicator deadline: Deadline for objections to the Schools Adjudicator.
1 August 2023	Deadline for admission authorities to inform the LA whether they intend to be part of the LA's in-year co-ordination scheme and provide all information required in relation to how in-year applications can be made from September onwards.
8 August 2023	Send info to LA: Deadline for admission authorities to provide admission arrangements information to the local authority to allow them to compile composite prospectus.
31 August 2023	In-Year applications: Deadline for admission authorities to publish on the school's website how in-year applications will be dealt with from 1 September until the following 31 August

12 September 2023	LA to publish prospectus: Deadline for local authorities to publish composite prospectus.
31 October 2023	National closing date for secondary school applications.
31 October 2023	Deadline for local authorities to report to the Schools Adjudicator on admission arrangements in their area
15 January 2024	National closing date for primary school applications.
28 February 2024	Publish appeals timetable: Deadline for admission authorities to publish their appeals timetable on their website.
1 March 2024	National offer day for secondary school places.
16 April 2024	National offer day for primary school places
September 2024	<p>New intake starts at school</p> <p>In-Year applications: Post the start of term in September 2024, an application for admission between September 2024 and end of Summer term 2025 is an ‘in-year’ application. 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 information.</p>

September 2024 entry – appeals timetable

Appeals for pupils refused a place at a preferred Anthem school for admission to Reception, Year 7 or Sixth Form in September 2024 will be heard according to the following statutory timescales:

	Offer date	Type of appeal	Appeals must be heard
Secondary	1 March 2024	Applications made in the normal admissions round	Within 40 school days of the deadline for lodging appeals
		Late applications (made after 31 October 2023)	Within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged
Primary	16 April 2024	Applications made in the normal admissions round	Within 40 school days of the deadline for lodging appeals
		Late applications (made after 15 January 2024)	Within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged
Sixth Form <i>where the offer of a place was conditional upon exam results</i>			Within 30 school days of confirmation of those results
Sixth Form <i>where the offer of a place was NOT conditional upon exam results</i>			Within 40 school days of the deadline for lodging appeals
In-year admissions			Within 30 school days of the appeal being lodged

All admissions appeals must be lodged within **20 school days** from the date the parent/carer was notified that their application was unsuccessful.

Parents/carers will be notified of their appeal date at least **10 school days** before the hearing (although parents/carers can waive their right to this notice period).

Decision letters will be sent **within five school days** of the hearing, 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.