



School Admission Appeals Process and Timetable

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 Balcombe C E Primary School and your child has been refused admission, you have the legal right to appeal against that decision.

West Sussex County Council administer the process for the school. Full details of the process and the appeals form can be found here: [Make an admissions appeal - West Sussex County Council](#)

Note: This is a provisional timetable, dates for appeals will be published on the West Sussex County Council website [Make an admissions appeal - West Sussex County Council](#)

The following timetable will apply:

Appeals lodged in connection with entry to Reception in September 2025:

- Admission decision notified by the Local Authority on Wednesday 16th April 2025
- **Appeal Deadline:** Appeal Form to be submitted to the Local Authority by **18th May 2025** to be heard on time.
- Appeal Hearing will take place within 40 school days of the appeal deadline

Appeals lodged after the 2025 deadline or in connection with Late Applications for entry to Reception in September 2025:

- It may be possible for appeals lodged after 18th May 2025 to take place at the same time as those lodged before this appeal deadline, but only where there is sufficient time to make the arrangements. Otherwise (late) appeals will be heard within 30 school days of receipt of the Appeal Form.

Appeals lodged in connection with applications for places required during the academic year (In-year admission):

- An appeal may be lodged at any time following an in-year admission being refused, 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.

Appeals Process

Full details of the process and timescales when you make an appeal are included in the following document:

[School Admission Appeals guide for parents](#)

Note: *The law states (with a few exceptions which are listed in the School Admission Appeals Code) that all infant classes, (where children are aged 7 and under) should have no more than thirty pupils with a single teacher. Therefore, if the class that your child would enter would exceed thirty, the admission authority can refuse to allow your child a place. You can still appeal to the Independent Appeal Panel, but only if you have grounds for believing that the admission authority has behaved unreasonably in a legal sense or has not applied the rules correctly.*