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|-------------|--------------------------------|--------------|----------------------|
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| Approved by | Anthem                         | Next review  | February 2021        |

## Process timeline for admission in 2021-2022

### Determination year 2020 – for admission in 2021-22

|                         |  |
|-------------------------|--|
| <b>1 October 2019</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 2020</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 2020</b>  | <b>Complete consultation:</b> Deadline for the completion of the consultation on proposed admission arrangements.  |
| <b>28 February 2020</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 2020</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 2020</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 2020</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 2020</b>      | <b>Schools Adjudicator deadline:</b> Deadline for objections to the Schools Adjudicator.   |
| <b>30 June 2020</b>     | <b>Deadline:</b> Local Authorities to report to the School Adjudicator on admission arrangements in their area.  |
| <b>8 August 2020</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 2020 - for admission in 2021-22

|                                      |  |
|--------------------------------------|--|
| <b>12 September 2020</b>             | <b>LA to publish prospectus:</b> Deadline for local authorities to publish composite prospectus.   |
| <b>31 October 2020</b>               | National closing date for secondary school applications.   |
| <b>15 January 2021</b>               | National closing date for primary school applications.   |
| <b>28 February 2021</b>              | <b>Publish appeals timetable:</b> Deadline for admission authorities to publish their appeals timetable on their website.  |
| <b>March 2021 to end August 2021</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 2021</b>                  | National offer day for secondary school places.  |
| <b>16 April 2021</b>                 | National offer day for primary school places   |
| <b>30 June 2021</b>                  | <b>Deadline:</b> Local authorities to report to the Schools Adjudicator on admission arrangements in their area.<br><b>Appeals:</b> Admissions authority to adhere to timescales in Schools Admissions Appeals Code  |
| <b>September 2021</b>                | <b>New intake starts at school</b><br><b>In-Year applications:</b> Post August 2021, 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. The LA should provide a form and info. |

## September 2021 entry – appeals timetable

Please note that the DFE have made [temporary regulatory changes](#) due to Covid-19, which came into force on 24 April 2020 and have now been extended until 30 September 2021.

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 2021 will therefore be heard according to the following statutory timescales:

|           | Offer date    | Appeals lodged   | Appeals to be heard   |
|-----------|---------------|------------------|-----------------------|
| Secondary | 1 March 2021  | by 30 March 2021 | within 40 school days |
|           |               | after 30 March   | within 30 school days |
| Primary   | 16 April 2021 | by 17 May 2021   | within 40 school days |
|           |               | after 17 May     | within 30 school days |

Parents/carers will be notified of their appeal date at least 14 school 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 school days before the hearing.

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