

## Appeals Information for Admission to Reception 2023

Tuesday 1 November 2022 – Application process starts

Sunday 15 January 2023 – Applications closing date

Friday 3 March 2023 – Any changes to the application e.g. address change and subsequent preference changes may be considered up until this date

Friday 3 March 2023 – Late applications received after closing date can be requested to be considered on time with evidence of significant and exceptional circumstances for the late application up until this date

Monday 17 April 2023 – National Offer Day\*

*\* National Offer Day – Emails sent for online applicants. Letters sent to paper applicants. Allocations cannot be notified over the phone.*

## Appeals Procedure

Parents whose application for a place is unsuccessful have the right to appeal the decision. Appeals are managed directly through Portsmouth City Council.

## Portsmouth City Council Waiting list and appeals information for a school place

If you have not been offered a place at your preferred school's you will be added to the waiting list and asked to confirm whether you wish to remain on the waiting list. If you do not respond to this request by the date stated in your offer information, your child's name will be removed from the list.

If you have been refused a place at your preferred school(s), you have the right to appeal to an independent panel. You can only appeal if you have applied for the school and received notification that you have not been offered a place. You need to lodge your appeal by the deadline in your offer information.

For further information on the appeals process please visit:

<https://www.portsmouth.gov.uk/services/schools-learning-and-childcare/schools/admissions/waiting-list-and-appeals-for-a-school-place/> or you can contact the Admissions team by email at [admissions@portsmouthcc.gov.uk](mailto:admissions@portsmouthcc.gov.uk).