

Arrangements for Admission Appeals

Parents/carers who wish to lodge an admission appeal should refer to the latest information published on the Department for Education website at www.gov.uk. The information below is in line with the Admission Appeals Code effective 1 October 2022 which applies to all appeals lodged on or after that date. References to parents/carers also apply to young people themselves if they are applying for our Sixth Form.

This information must be read in conjunction with the relevant Admission Policy which is published on our website at [TDMS – Part of The Four Stones Multi Academy Trust](#).

The parents/carers of children who are unsuccessful in gaining a place at The De Montfort School (TDMS) may appeal to an Independent Appeal Panel. The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998, the Equality Act 2010 and the Human Rights Act 1998, as well as the School Admission Appeals Code in force from 1 October 2022 (<https://www.gov.uk/government/publications/school-admissions-appeals-code>) or as amended.

The statutory right to appeal does not apply if a place in the year group normal for the student's age has been offered at the school, but this is not the year group you requested in your application.

How to Lodge an Appeal

If you wish to appeal you **must** make a written request to the Clerk to the Local Academy Board of The De Montfort School (not to a Local Authority), including **a full statement** of your reasons for appeal, preferably **by email to office@tdms.worcs.sch.uk** with the subject line: **"Admission Appeal."** Please note the deadlines given below. Your request **must** be in writing and **must** include the full grounds upon which the appeal is made. There is no form to complete. We cannot accept verbal requests, and you must clearly state that you are requesting an admission appeal. Communications that are ambiguous or which indicate that you are considering whether to appeal will not be regarded as an appeal request. **Please only submit requests on paper if you have no access to email as there may be delays in dealing with correspondence on paper.** We will acknowledge all appeal requests by email (or by post only if necessary) and you must ensure you have received our acknowledgement as proof that we have received your request by the relevant deadline.

- **The deadline for receipt of an appeal for the 2026 Year 6 or Year 9 new intake is 3.15pm on Thursday 14 May 2026 (i.e. 20 school days from the first working day following notification on Thursday 16 April 2026). Appeals received after that date will still be heard but may have to be heard in a second round, later than all other appeals which were received by the deadline. There is no guarantee that appeals received after the deadline will be heard before September 2026.**
- **The deadline for receipt of an appeal for an in-year transfer application, or where an application for Year 6 or Year 9 new intake was made too late for the outcome to be notified on 16 April 2026, is 20 school days from the date you received notification of the refusal to allocate a place.** Appeals received after that deadline will still be heard but may have to be heard later than all other appeals which were received by the relevant deadline.

The De Montfort School uses the services of the Appeals Team within Warwickshire County Council to administer the arrangements for appeals. The Appeals Team will normally offer an appeal hearing by remote video means, for example by Zoom or MS Teams. In exceptional circumstances, hearings may also be held:

- by telephone only if necessary; or

- by “hybrid” means (some attend remotely and some by telephone); or
- based on written representations if you are unable to attend on the day offered, or if you choose not to attend (in this case you will not be present at the hearing and will not be able to ask questions).

It is important that you state in your written request for an appeal the full reasons why you wish to appeal against the decision not to allocate a place to your child, including the reasons why you feel your child must have a place at The De Montfort School as opposed to any other school, and your personal circumstances if applicable. The Appeal Panel needs to understand fully your grounds for appeal so that the appeal hearing can be conducted in a timely and efficient manner, and because if the hearing has to be held on written representations only, it will not be possible for you to meet the panel and discuss your case in person. All information in relation to your case, including your statement and a statement by the school, will be provided in advance of the hearing date to all parties, including the panel, parents/carers and presenting officer from the school. At the hearing you may be invited to participate in a questioning of the case. This is not to present your case, as your full statement will have been circulated to all parties for them to read prior to the appeal hearing. The hearing will give the panel and parents/carers an opportunity to question the school’s case, and the panel and the school’s presenting officer will be able to question you about your written submission.

Parents/carers may be represented or accompanied by a friend in a hearing. The Appeals Team advise that legal representation is not necessary. There will be opportunity for you to inform the school and the Appeals Team in writing if you intend to call any witnesses or be represented at your appeal hearing.

You will be provided with at least 10 school days written notice of when and how your appeal will take place, but you have the right to waive this notice period if necessary. Appeal hearings will be scheduled as below:

- For applications made in the normal admissions round (i.e. for Year 6 or Year 9 new intake), appeals received by the deadline for lodging appeals (3.15pm on Thursday 14 May 2026) will be heard within 40 school days of the deadline. Appeals received after the deadline will be heard but may have to be heard in a second round after all other appeals for the new intake and cannot be guaranteed to be heard before September.
- For late applications for the new intake, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged.
- For applications for in-year admissions, appeals will be heard within 30 school days of the appeal being received.
- Appeals received after the relevant deadline will be heard as soon as possible.
- If you lodge an appeal but you are offered a place prior to the appeal hearing, the appeal hearing will automatically be cancelled.

Sixth Form Admission Appeals

- Where the offer of a place would have been conditional upon exam results, appeals will be heard within 30 school days of confirmation of those results.
- Where the offer of a place would not have been conditional upon exam results, appeals will be heard within 40 school days of the deadline for lodging appeals.

Where a student is refused admission to the Sixth Form, they and their parent/carer have the same right of appeal and if they appeal separately the appeals will be heard together.

After the Appeal Hearing

After the appeal hearing, you will receive notification of the outcome within five school days. The decision of the panel is binding on the school and if your appeal is successful, a place will be made available.

Only one appeal is permitted in respect of the same academic year unless, in exceptional circumstances, the school has considered a second application because of a significant and material change in circumstances (e.g. a change which puts the applicant in a higher oversubscription category) but has refused this second application.

Complaints about Appeals

There is no further appeal against the decision of the Appeal Panel. However, if you feel that the way in which the appeal was conducted was not in accordance with the law, you may:

- lodge a complaint to the Department for Education (DfE) at <https://www.gov.uk/schoolsadmissions/complain-about-the-appeals-process>. The DfE cannot overturn a panel's decision but can require a fresh appeal to be held if they feel there are grounds to do so; or
- apply to the High Court for Judicial Review of the refusal. You would need legal representation should you decide to pursue this course of action.

Further Information

Please note we are an Academy and you must make any request for an admission appeal directly to the school, not to a Local Authority.

Independent advice about admission appeals can be found at <https://childlawadvice.org.uk/education/>.

General information about the conduct of appeal hearings in Warwickshire: [Appeal the outcome of a school placement: Appeals process and help guides - Warwickshire County Council](#)

All information you give us will be treated as confidential and access will be restricted. Our Privacy Notice and Data Protection Policy are published at <https://www.the4stones.co.uk/keyinformation/data-protection/>.

Contact details

Contact the school for further information:
office@tdms.worcs.sch.uk or 01386 442060.

To lodge an appeal in writing, either:

- email office@tdms.worcs.sch.uk with the subject line: “**Admission Appeal**” or;
- (only if you have no access to email) write to the Clerk to the Local Academy Board, The De Montfort School, Four Pools Road, Evesham, Worcestershire. WR11 1DQ.

This information may be updated without notice if required.