

## Leicester DBE Appeals Service

### Appeal Dates

The appeal dates for academic year 2022-2023 will be:

<b>APPEALS TO BE HEARD ON -</b>	<b>APPEALS TO BE LODGED BY -</b>
23 September 2022	<i>01 September 2022</i>
13 October 2022	<i>29 September 2022</i>
10 November 2022	<i>27 October 2022</i>
08 December 2022	<i>24 November 2022</i>
19 January 2023	<i>15 December 2022</i>
09 February 2023	<i>26 January 2023</i>
16 March 2023	<i>02 March 2023</i>
27 April 2023	<i>30 March 2023</i>
25 May 2023	<i>11 May 2023</i>
03 May 2023 – Secondary schools	<i>31 March 2023</i>
05 May 2023 – Secondary schools	<i>31 March 2023</i>
05 June 2023 – Primary	<i>16 May 2023</i>
07 June 2023 – Primary	<i>16 May 2023</i>
09 June 2023 - Primary	<i>16 May 2023</i>
12 June 2023 - Primary	<i>16 May 2023</i>
19 June 2023 – Sixth Form	<i>05 June 2023</i>
20 June 2023 – Sixth Form	<i>05 June 2023</i>
26 June 2023 – Secondary schools	<i>12 June 2023</i>
29 June 2023	<i>15 June 2023</i>

You will be notified of any changes to these dates.

All being well after 23rd September hearing the appeals will be heard in person.

Please ensure this information is on your website.

### **Additional Information for Website**

Please ensure your school website refers to the DBE as administering your appeals and refers appellants to the appropriate page of the DBE website

<https://www.leicesterdbe.org/schools/admissions-and-appeals/>

### **Charging**

Once the DBE receives an appeal form from a parent it is logged in the DBE system and is then classed as an appeal for the school in question and charges outlined below will apply.

### *Full Appeal Panel Hearing*

For schools that subscribe to the DBE Partnership Agreement appeals going to a full hearing are counted within your quota of first three free appeals. If a subscribing school have exceeded their quota of 3 free appeals the fee will be £125 per appeal for a full hearing. If a school does not subscribe to the Partnership Agreement a charge of £255 per appeal will apply.

### *Withdrawn / Admitted*

Where a school admits the child after an appeal has been lodged or the parent/carer withdraw from the appeal process a charge of £50 will be made. This is to cover costs incurred in registering the appeal and liaising with related parties. For schools that subscribe to the DBE Partnership Agreement these appeals are counted within your quota of the first 3 free appeals.

Please advise the DBE via [officedbe@leicesterdbe.org](mailto:officedbe@leicesterdbe.org) if you have admitted a child whose parent / carer has been lodged as an appellant with us.

### **Please note**

**An appellant is entitled to receive 14 calendar days' notice of the date for their appeal to be heard by an independent panel**

It may be possible to hear the appeal sooner, but there would be a need to waive the right to receive the full 14 calendar days' notice.

If YES is chosen, it is to be understood that this does not affect other rights under the School Admission Appeals Code.

### **Training**

There is a webinar available to help with training for appeals. To access the webinar please contact [officedbe@leicesterdbe.org](mailto:officedbe@leicesterdbe.org).

At present we do not have a Q & A session available but do contact Carolyn, Director of Education, regarding any questions. [carolyn.lewis@leicesterdbe.org](mailto:carolyn.lewis@leicesterdbe.org)

### **Contact Details for Queries**

All emails relating to appeals should be sent to [officedbe@leicesterdbe.org](mailto:officedbe@leicesterdbe.org)