

Leicester DBE Appeals Service

Appeal Dates

The appeal dates for academic year 2024-2025 will be:

APPEALS TO BE HEARD ON -	APPEALS TO BE LODGED BY -	PAPERWORK RECEIVED FROM SCHOOLS BY -
30 September 2024	<i>06 September 2024</i>	<i>20 September 2024</i>
17 October 2024	<i>25 September 2024</i>	<i>04 October 2024</i>
12 November 2024	<i>18 October 2024</i>	<i>01 November 2024</i>
17 December 2024	<i>26 November 2024</i>	<i>06 December 2024</i>
23 January 2025	<i>20 December 2024</i>	<i>10 January 2025</i>
11 February 2025	<i>24 January 2025</i>	<i>03 February 2025</i>
20 March 2025	<i>28 February 2025</i>	<i>07 March 2025</i>
10 April 2025	<i>21 March 2025</i>	<i>01 April 2025</i>
20 May 2025	<i>30 April 2025</i>	<i>09 May 2025</i>
13 May 2025 – Secondary schools	<i>04 April 2025</i>	<i>02 May 2025</i>
15 May 2025 – Secondary schools	<i>04 April 2025</i>	<i>02 May 2025</i>
03 June 2025 – Primary	<i>16 May 2025</i>	<i>23 May 2025</i>
05 June 2025 – Primary	<i>16 May 2025</i>	<i>23 May 2025</i>
10 June 2025 - Primary	<i>16 May 2025</i>	<i>23 May 2025</i>
12 June 2025 - Primary	<i>16 May 2025</i>	<i>23 May 2025</i>
17 June 2025 – Sixth Form	<i>30 May 2025</i>	<i>06 June 2025</i>
18 June 2025 – Sixth Form	<i>30 May 2025</i>	<i>06 June 2025</i>
24 June 2025 – Secondary schools	<i>04 June 2025</i>	<i>16 June 2025</i>
26 June 2025	<i>06 June 2025</i>	<i>17 June 2025</i>
03 July 2025	<i>20 June 2025</i>	<i>24 June 2025</i>

You will be notified of any changes to these dates.

All regular monthly appeals will be heard on line. Primary, Secondary and Sixth Form first time admission 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 £150 per appeal for a full hearing. If a school does not subscribe to the Partnership Agreement a charge of £250 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 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@leicesterdbbe.org.

At present we do not have a Q & A session available but do contact Nina, Business and Operations Manager, regarding any questions. nina.hern@leicesterdbbe.org

Contact Details for Queries

All emails relating to appeals should be sent to officedbe@leicesterdbbe.org