**Primary School and Junior School Admission Appeals Timetable 2025**

**September 2025 entry**

Appeals resulting from transfer applications for admission to Reception or for transferring from an infant to a junior school for September 2025 will be heard according to the following timetable:

|  |  |
| --- | --- |
| **ACTION** | **DEADLINE** |
| National Offer Day | 16 April 2025 |
| Date by which an appeal must be submitted | 2 June 2025 |
| Dates when appeals will be heard | All appeals received by the deadline will be heard on weekdays from 1 July to 18 July 2025 (excluding school holidays). |
| Dates when appellants will be notified of their appeal hearing | 10 school days in advance of the hearing |
| Date by which the Clerk sends appeal papers to the parents, the panel and the admission authority. | 7 working days before the appeal hearing |
| Deadline for appellants to submit additional evidence | 5 working days before the appeal hearing. |
| Decision letters sent to the Appellants.  | Within 5 school days of the appeal hearing(whenever possible) |

**Appeals lodged after the deadline may be heard at a later date in September and after appeals received by the deadline.**

Further information about appealing and an appeal form can be found here: [School admission appeals - London Borough of Richmond upon Thames](https://www.richmond.gov.uk/services/children_and_family_care/schools_and_colleges/school_admissions/admission_appeals)