

## ADMISSIONS APPEALS TIMETABLE FOR TRANSFER TO SECONDARY SCHOOL – SEPTEMBER 2019

DATE FOR ACTION	PROCEDURE	ACTION BY:
31 <sup>st</sup> October 2018	Closing date for the Common Application Form to be submitted to the Local Authority, by post or online	Parents/Guardians
1 <sup>st</sup> March 2019	Local Authority offers a school place to all who have returned the Common Application Form, where possible at one of their stated preferred schools	Local Authority
8 <sup>th</sup> March 2019	Deadline for returning the School Place form to the Local Authority accepting the offered place or requesting reconsideration of a place at their preferred school	Parents/Guardians
After 29 <sup>th</sup> March 2019	Parents/Guardians are notified of the outcome of their request for reconsideration	Local Authority
After 29 <sup>th</sup> March 2019	Appeal forms can be obtained from The Cotswold School	Parents/Guardians
By midnight 5 <sup>th</sup> May 2019	Closing date for return of reply forms to Local Authority	Parents/Guardians
6 <sup>th</sup> May, 2019	Appeal Applications must be returned to The Cotswold School by this date. Forms received after this date may have to wait longer for a hearing.	Parents/Guardians
From late May to the beginning of July 2019	Independent Appeal hearings will be arranged by The Cotswold School and parents/guardians will be notified of their hearing 10 school days in advance. All appeals will be heard within 40 school days of the May 6 <sup>th</sup> deadline irrespective of the actual date they were received	Admissions Authority (i.e. the school Board of Governors) – delegated to the Clerk to the Governors
<b>LATE APPLICATIONS</b>		
After the 6 <sup>th</sup> May 2019	If your appeal is a late application for the normal entry in September, appeals will be heard within 40 school days from the deadline (6 <sup>th</sup> May 2019) for lodging appeals <b>where possible</b> , or within 30 school days of the appeal being lodged;	The Cotswold School
Dates to be confirmed	Admission Appeals hearings will take place	Independent Clerk

### ADMISSIONS APPEALS TIMETABLE FOR IN YEAR ADMISSIONS

1. Appeals will be heard within 30 school days of the completed Notice of Appeal form being received in school
2. Parents/Guardians will be informed of the hearing arrangements 10 school days before the hearing date. Parents/Guardians may however waive their right to the full period of notice.
3. Additional evidence to be submitted no later than 5 school days before the hearing date
4. Decision letter will be sent out within 5 school days of the date of the hearing