

ADMISSIONS APPEALS TIMETABLE FOR TRANSFER TO SECONDARY SCHOOL – SEPTEMBER 2021

DATE FOR ACTION	PROCEDURE	ACTION BY:
31 st October 2020	Closing date for the Common Application Form to be submitted to the Local Authority, by post or online	Parents/Guardians
1st March 2021	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
9 th March 2021	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 30 th March 2021	Parents/Guardians are notified of the outcome of their request for reconsideration	Local Authority
After 30 th March 2021	Appeal forms can be obtained from The Cotswold School	Parents/Guardians
6 th May, 2021	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 2021	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 th 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
LATE APPLICATIONS		
After the 6 th May 2021	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 th May 2021) for lodging appeals where possible , 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