

ADMISSION APPEALS TIMETABLE – for SEPTEMBER 2024

DATE FOR ACTION	PROCEDURE	ACTION BY:
31st October 2023	Closing date for the Common Application Form (CAF) to be with the LA, by post or online.	Parents/Guardians
1st March 2024	LA offers a school place to all who have returned the CAF, where possible at one of their stated preferred schools.	LA
From 29th March	Parents may ask their preferred school for an appeal application form to be returned to the school, not the LA.	Parents/Guardians
April	Deadline for returning the Appeal Application form to Farmor's School. Forms received after this date may have to wait much longer for an appeal hearing.	Parents/Guardians
Between mid- May & mid-July	The school will arrange an appeal hearing within 40 school days of the deadline for returning the application for appeal form. Parents/Guardians will be informed of the date of their appeal at least 10 school days in advance but parents may waive their right to this notice if an earlier date is offered.	The Admissions Authority (ie. the school's Board of Governors) usually delegates this role to an independent Clerk.
	If your appeal is a late application for the normal September intake, appeals will be heard with the others if possible. Otherwise a later date will be arranged.	Independent Clerk
Late applications	Late applications will be heard within 30 school days of the appeal being lodged with the school.	Independent Clerk
In-year appeals – from September onwards	Admission Appeal hearings will take place, on a date to be notified by the Clerk, within 30 school days of the appeal being lodged with the school.	Independent Clerk

INFORMATION REGARDING IN-YEAR ADMISSIONS

DATE FOR ACTION	PROCEDURE	ACTION BY:
After July and onwards		
1.	Parents should contact the school of their choice, not the LA, to request a place.	Parents/Guardians
2.	The school will ask you to complete the Local Authority Common Application Form (CAF) for in-year admissions. This is sent to the LA for them to register your child on the county roll of students seeking a place.	Parents/Guardians
3.	If your preferred school does not have a place and you wish to appeal, the school will give you their appeal application form together with information about appeals contained in the "School Standards & Framework Act (extract)". You return this form to the school, not the LA.	School/Parents/Guardians