

APPEALS PROCEDURES

FOR

ST JOHN'S SCHOOL & SIXTH FORM COLLEGE

A Catholic Academy



Admissions Timetable

September 2016	Deadline for Durham County Council to publish composite prospectus
31 October 2016	National closing date for secondary school applications
28 February 2017	Deadline for Admission Authorities to publish their Appeals Timetable on their website
1 March 2017	National offer day for secondary school places
17 May 2017	Deadline for receipt of a Secondary School Admission Appeal Form to Durham County Council*
30 June 2017	Deadline for Durham County Council to report to the Schools Adjudicator on admission arrangements in their area
September 2017	New intake starts at school

* The school employs the Durham County Council appeal process and appeals panel to settle appeals

What do you do if your child does not obtain a place at school for the new Year 7 intake?

If your child does not obtain a place for Year 7 after following the Durham County Council application process, you should contact the school directly and request an appeals form which should be completed and returned, marked for the attention of Vicky Howard.

Where can I find further information on the process and rules for an appeal?

For further details please go to www.durham.gov.uk/schoolappeals or telephone the School Admissions and Transport Team on 03000 265896. An appeal will be arranged and heard by an Independent Appeals Panel between May and July 2017 and will conform to the regulations stated by the School Admission Appeals Code, Department for Education, February 2012.

What if I want to apply for my child to transfer mid-year or for entry to another year group?

Initial enquiries can be made to the school but you should also contact David Wall at Pupil Casework, County Hall on 03000 265903 who will inform you whether the required year group is oversubscribed or if places are available. If there are places in the year group you will be asked to complete a transfer request form and the procedures will be put in to place to discuss a transfer from your child's existing school. If the year group is oversubscribed you should follow the same appeals process as outlined above.

Please do not hesitate to contact school on 01388 603246 to discuss any queries with the following key staff:

Admissions/appeals forms	Vicky Howard
Transition Coordinator	Beverley Hevey
Mid-year transfers and admissions	Julie Mackenley
Sixth Form applications	Matt Dunn