



<p style="text-align: center;">POLICY FOR THE ADMISSION OF PUPILS (RECEPTION TO SIXTH FORM) – 2018-19</p>
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1. Introduction

- 1.1 Queen Elizabeth's Grammar School (QEGS) is an independent Free School. It is a co-educational, non-denominational day school serving local and regional communities. It caters for pupils from 4 to 19 drawn from a wide geographical area. The school, which has existed since 1509, expects the highest standards of work, discipline and participation from all pupils in line with its reputation for excellence in all that it does. We are committed to being an integrated school that values tolerance, mutual understanding and respect.
- 1.2 We believe it is important that every pupil attends a school that is appropriate for them and thus we strongly encourage parents (this term includes carers throughout this document) and children to visit the school before deciding whether to apply.

2. Purpose of this policy

- 2.1 The purpose of this policy is to provide clear information about the admissions arrangements. These are as agreed between the Free School (QEGS), The Academy Trust (AT) and the Secretary of State for Education.

3. Principles

- 3.1 QEGS operates its own admissions policy in accordance with the School Admissions Code, and the School Admissions Appeals Code (available on the DfE website), and with all related equalities law. The AT is the Admissions Authority for the school. We co-operate with the Local Authority (LA) and feature in their annually published admissions information.
- 3.2 We aim to be fair to all pupils/students by providing clear information and by giving all external pupils/students a fair opportunity to be admitted at each admission stage.

4. Practical considerations

- 4.1. Parents seeking admission to QEGS for their children during the normal admissions round must complete their Local Authority's Common Application Form (CAF) and return it to their home LA on or before the national closing dates for applications. There are different dates for primary and secondary applications: please check the dates carefully in the policy relevant to your application.



4.2. Parents may be required to produce proof of the stated home address with their application. The address used must be the one where the pupil/student normally lives – not a childminder's or relative's address. If the address changes subsequently, parents must notify the school. In some cases, for example, where shared parental living arrangements are in place, a pupil/student's address may be difficult to determine. In these circumstances, the address used for Child Benefit purposes, i.e. the address of the parent claiming the Child Benefit will be used. Further evidence, e.g. utility bills, may also need to be submitted. The AT reserves the right to share the information you give with others and, if necessary, to visit properties to check who lives there.

4.3 All queries regarding admissions, and applications and correspondence concerning admissions, should be made to the school's Director of Admissions via email: admissions@qegsblackburn.com

5. Arrangements for Admission to Reception (published admission number for 2018 = 56)

5.1 Overview

5.1.1 Reception is the 'relevant age group' for admission to our Primary Phase.

5.1.2 Applications for places for Reception can be made for children who turn 5 between 1 September 2018 and 31 August 2019. For details of arrangements for deferring admission or admission outside the normal age group see sections 5.3 - 5.4.

5.1.3 50% of places (28 places) will be allocated to pupils from the Borough of Blackburn with Darwen and 50% (28 places) to pupils from outside the Borough. Should there be fewer than 50% of applications from either area, the remaining percentage will be taken from the other area.

5.1.4 All pupils who have named this school as a preference will be considered equally against the school's Admissions Policy, and if undersubscribed all pupils will be admitted.

5.2 Oversubscription Criteria

5.2.1 In the event that there are more applicants than places then after admitting all pupils with either an Education, Health and Care Plan (EHCP), a Statement of Special Educational Needs (SEN) or an Individual Pupil Resource Agreement (IPRA), naming this school the AT will allocate places using the oversubscription criteria below, which are listed in order of priority:

- a. 'looked after' children and children who were previously 'looked after' but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. 'Looked after' means that the child is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to the school.



- b. children of a member of staff who has been employed by the school for two or more years at the time when the application for admission is made. The member of staff must have a School pay reference number.
- c. other children.

If in categories (b) or (c) there are more applications than places available for either group (pupils from BwD and pupils from outside this Borough) then the remaining places in the group will be allocated on a random basis. Observed by an independent representative of the Local Authority and members of the AT Admissions Panel, each pupil is allocated a number and these are drawn at random in full view of all those who witness the process. Separate draws are made for pupils from BwD and pupils from outside the Borough.

All parents will be informed by the Local Authority of the school at which a place is offered for their child by post on 16th April 2018.

5.3 Deferred Admissions for Reception pupils

5.3.1 If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. You may also request that your child attend school part-time until they reach their fifth birthday.

5.4 Admission of children outside their normal age group

5.4.1 Parents may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health. Parents of a child born between 1 April and 31 August (summer born) may choose not to send the child to school until the September following their fifth birthday and may request that their child be admitted out of their normal age group to Reception rather than Year 1.

5.4.2 Parents must submit their written request for admission out of the normal age group to the AT. For places in an existing year group, if their request is agreed and a place is available in the requested year group, the child will be admitted.

5.4.3 In respect of reception applications: parents need to submit to the LA a Common Application Form for admission into the normal school year. At the same time parents need to submit a request for admission for their child out of their normal age group.

5.4.4 The AT will respond to the request for admission outside the child's normal age group before the primary national offer date.



5.4.5 If the parents' request is agreed, the application for the normal age group may be withdrawn before a place is offered. (If parents are seeking a place in a lower year group, they will have to make a fresh application for admission in the following year). If their request is refused, parents must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an In-Year application (see section 8.1) for admission to the desired year group.

5.4.6 The AT will not honour a decision made by another Admissions Authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

5.4.7 Parents seeking admission of their child outside their normal age group must send their written request to the AT. It is the responsibility of the parents to provide the AT with all relevant information relating to this request, including: reasons for the request; information about the child's academic, social and emotional development; medical history and views of a medical professional (where relevant); whether the child would naturally have fallen into a lower age group if it were not for being born prematurely; and whether the child has previously been educated out of their normal age group.

5.4.8 The AT is required to take into account the views of the Head of QEGS on the application as well as the information from the parents. The AT will make its decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned.

5.4.9 The AT will inform the parents of its decision on the year group the child should be admitted to and will provide the reasons for that decision.

5.4.10 Parents whose child is refused a place at this school have the right of appeal to an Independent Admission Appeal Panel. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. They may, however, make a complaint about the AT's decision not to admit their child outside their normal age group.

6. Arrangements for Admission to Year 7 – (Published Admissions number 140)

6.1 Pupils who are in Year 6 of QEGS whose parents wish them to continue at this school in Year 7 are entitled to do so without further application through the LA, provided their parents notify the school of their intention. A letter will be sent home in October 2017 asking those parents to indicate their intentions to the school. The capacity of Year 7 (including both internal and external pupils) will be 140.



6.2 50% of the total places in Year 7 will be allocated to pupils resident in the Borough of BwD and 50% to pupils resident outside the Borough of BwD. QEGS Year 6 pupils will be included in these numbers to maintain the even geographical split across the whole year group. Therefore the number of external places available in each group will vary each year depending on the geographical location of the Year 6 pupils. Should there be fewer than 50% of potential pupils from one area the remaining places will be offered to pupils from the other area. After consideration of the Year 6 pupils, the number of places available to be allocated to each group of external pupils will have been established.

6.3 Fair Banding (ability assessment)

6.3.1 All pupils will sit a Fair Banding Assessment to ensure that there is an even spread of entrants across the ability range. The assessment is not an entrance examination. The process used is Norm Referenced Banding with equal-sized bands as recommended by DfE guidance. The assessment will be marked objectively and the scores of all pupils (QEGS Year 6 and external pupils) will be placed in rank order. The list will then be divided into equal-sized ability bands. Each band will be divided into BwD and non-BwD pupils. The number of QEGS Year 6 pupils within each band and geographical area will determine the number of places in each category available to external pupils. If any QEGS Year 6 pupil decides not to take up the Year 7 place reserved for them (see 6.1) the place will be offered to a pupil on the waiting list who is in the same ability band and geographical location as that Year 6 pupil.

6.3.2 In order to operate the Banding system, the school will conduct the assessment (verbal and non-verbal reasoning) and all pupils applying for a Year 7 place will be required to sit this assessment. The results of this will be used to place them into the relevant ability bands. For external pupils, this assessment will take place on Saturday 18th November 2017.

6.3.3 A pupil who is too ill to attend on Saturday 18th November 2017, and who provides a doctor's note to confirm this, will be invited to the supplementary assessment on Thursday 23rd November 2017. If the pupil is still too ill to attend on Thursday 23rd November 2017, and provides a doctor's note to confirm this, other arrangements will be made for the assessment to be completed.

6.3.4 If there are exceptional circumstances, other than the pupil's illness that prevent them from attending the Fair Banding Assessment on the initial date, evidence of this must be provided to the Admissions Authority and, if accepted, the supplementary date will be offered. If the pupil misses the supplementary date, the application will be treated as a late application, unless the Admissions Authority is satisfied that there were fresh exceptional circumstances. Late applications cannot be considered for a place until the applications of those who have taken the assessment have been considered. No pupil, including late applicants, can be considered for a place until they have taken the assessment and been banded.



6.4 Oversubscription Criteria

6.4.1 All external pupils who have named QEGS as a preference will be considered equally against the School's Admissions Policy, and if undersubscribed all pupils will be admitted.

6.4.2 All QEGS Year 6 pupils will be allocated to each of the ability bands. These pupils will be allocated to their relevant groups and bands first in order to establish how many places remain to be allocated under the oversubscription criteria to each group within each band (in order to ensure that an equal proportion of external pupils is allocated to each of the ability bands).

6.4.3 The AT will then admit all pupils with either an Education, Health and Care Plan (EHCP), a Statement of Special Educational Needs (SEN) or an Individual Pupil Resource Agreement (IPRA) naming this school.

6.4.4 Thereafter, the AT will allocate all the remaining places within each geographical area and each band (5 bands in each of 2 areas making 10 categories) between the external pupils in each band within the two groups using the oversubscription criteria below, which are listed in order of priority:

- (a) all 'Looked after' children and children who were previously 'looked after' but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. 'Looked after' means that the child is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to the school.
- (b) children of a member of staff at the school who has been employed by the school for two or more years at the time at which the application for admission is made. The member of staff must have a School pay reference number.
- (c) other children.

Tie-breaker

If in categories (b) or (c) there are more applications than places available places will be allocated on a random basis. Observed by an independent representative of the LA and members of the AT Admissions Panel, pupils are allocated a number and these are drawn at random in full view of all those who witness the process. Separate draws are made within each ability band for pupils from within the Borough and pupils from outside the Borough, making a total of 10 draws.

ALL parents will be informed by the Local Authority of the school allocated to their child by post on 1st March 2018.



6.4.5 It may happen that, after 1st March 2018, some QEGS Year 6 pupils choose not to take up their place at the school, thus leaving additional places available for external pupils. In these cases, places will be offered on a 'like-for-like' basis, i.e. to a pupil from the same geographical area and the same ability band as the withdrawing QEGS Year 6 pupil. The oversubscription criteria (including the tie-breaker if necessary) will be applied to all the remaining external pupils. Any new random allocation draw will be made between all the remaining external pupils in the relevant group, band (and criterion). All such offers will come direct from the LA.

6.5 Admission of children outside their normal age group

6.5.1 Parents may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health.

6.5.2 *Children who are already of secondary school age – for places in existing year groups.* Parents must submit their written request for admission out of the normal age group to the AT. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Children already of secondary school age currently in Year 6, seeking to transfer to Year 7 the following academic year. The written request must be submitted to the AT and if the request is agreed the parents must submit a CAF to the LA in the usual way

6.5.3 *Children below secondary school age – seeking admission to Year 7 with a chronologically higher age group.* Parents must submit a CAF to the LA (in writing or online) for admission of their child in the normal admission round at the same time as they submit a written request to the AT for their child to be admitted out of the normal age group.

6.5.4 *Children below secondary school age – seeking to be admitted later with a chronologically lower age group.* The written request must be submitted to the AT. If the request is agreed, the parents must make a new application for the next main admission round the following year, and their current application for the normal age group may be withdrawn before a place is offered. If their request is refused, parents must decide whether to accept the offer of a place for the normal age group that they receive from the LA, or to refuse it and make a further in-year application to the AT for their child to be admitted outside their normal age group when they leave the current primary school.

6.5.5 The AT will not honour a decision made by another Admission Authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

6.5.6 The AT will make a decision on the request before the Secondary national offer date if at all possible.



6.5.7 Parents seeking admission of their child outside their normal age group must send their written request to the AT. It is the responsibility of the parents to provide the AT with all relevant information relating to this request, including: reasons for the request; information about the child's academic, social and emotional development; medical history and views of a medical professional (where relevant); whether the child would naturally have fallen into a lower age group if it were not for being born prematurely; and whether the child has previously been educated out of their normal age group.

6.5.8 The AT is required to take into account the views of the Head of QEGS on the application as well as the information from the parents. The AT will make its decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned.

6.5.9 The AT will inform the parents of its decision on the year group the child should be admitted to and will provide the reasons for that decision.

6.5.10 Parents whose child is refused a place at this school have the right of appeal to an Independent Admission Appeal Panel. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. They may, however, make a complaint about an AT's decision not to admit their child outside their normal age group.

7. Arrangements for Admission to Sixth Form – (published admissions number for 2018 = 50)

7.1 Admission into QEGS Sixth Form is open to all pupils from Year 11 at QEGS and external pupils.

7.2 The number of places that will be initially allocated each year to external pupils is 50 – but the overall capacity for places in Year 12 is **150**. Although all Year 11 pupils at QEGS may transfer to Year 12 if they wish to and meet the minimum entry requirements, not all may choose to do so. Accordingly, any places not taken up by Year 11 pupils will be made available to external pupils, to bring the total number of students in Year 12 up to 150.

7.3 Entry Requirements

In order to ensure that every student admitted to the Sixth Form has the best possible chance of success the following minimum academic requirements for entry are applicable:

- Students will need to have at least 5 GCSE passes at Grade 6 and preferably at Grade 7 or above in those subjects to be studied at A level (individual course requirements will be published annually on the school's website)
- Students' GCSEs must include Mathematics and English at least at Grade 4



- Students wishing to study Further Mathematics will need to have at least a Grade 7 in GCSE Mathematics
- Students who have studied Combined Science at GCSE will need a minimum of Grade 6 in science core and science additional at GCSE to study any science (Biology, Chemistry or Physics) at A level

7.4 Admission Process

7.4.1 All prospective students (internal and external) must complete the QEGS Sixth Form Application Form and return it by a date to be confirmed. This form is available on the Admissions page of the school's website; paper copies may be obtained on request from the school's Director of Admissions.

7.4.2 Following receipt of the application, prospective students will be asked to attend a consultation in school. The purpose of this will be to establish which subjects are to be studied, to talk to students about admission requirements, the nature of the school and to answer questions about the courses. This consultation does not form part of the decision process in relation to offers of places in the Sixth Form.

7.4.3 A provisional offer of a place will be made to all students by 31st March 2018. This offer will be subject to the student obtaining the necessary GCSE results for (a) entry into the Sixth Form and (b) a place on the desired courses. A deadline will be set for the return of notice of acceptance of the offer of a place.

7.4.4 Students who fail to obtain the necessary GCSE grades to meet the minimum entry requirements for the course of their choice may not be eligible for a place on that course. They may, however, be offered an alternative course for which they meet the minimum course entry requirements.

7.4.5 All students are required to advise QEGS of their GCSE results on National GCSE Results Day (23rd August 2018) or as soon as possible after they receive them. This will enable QEGS to confirm the firm offer of a place by 31st August 2018 or shortly afterwards.

7.4.6 Pupils who have completed Year 11 at QEGS, and who meet the minimum entry requirements, will be entitled to transfer from Year 11 to the Sixth Form.

7.4.7 In relation to the places available for external students: 50% (25) will be allocated to students from within the Borough and 50% (25) to students from outside the Borough. Should there be fewer than 50% of students from either area, the remaining percentage will be taken from the other area.

7.4.8 In view of the nature of the application and admission process for post-16 study it will be necessary to make considerably more provisional offers than there are places available. Wherever possible QEGS will endeavour to admit all who meet the entry requirements and who wish to take up their place. Experience in recent years has shown that all who meet their provisional offer and wish to take up their place have been accommodated.



7.5 Oversubscription Criteria

7.5.1 In the event that there are more students who meet the minimum general and specific entry requirements than places, then after admitting all children with either an Education, Health and Care Plan (EHCP), a Statement of Special Educational Needs (SEN) or an Individual Pupil Resource Agreement (IPRA), naming QEGS Sixth Form the AT will allocate places using the oversubscription criteria below, which are listed in order of priority:

- a. 'looked after' children and children who were previously 'looked after' but immediately after being looked after, became subject to an adoption, child arrangements or special guardianship order. 'Looked after' means that the child is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to the Sixth Form.
- b. children of a member of staff who has been employed by the school for two or more years at the time when the application for admission is made. The member of staff must have a School pay reference number.
- c. other students.
If in categories (b) or (c) there are more applications than places available places will be allocated on a random basis. Observed by an independent representative of the LA and members of the AT Admissions Panel, pupils are allocated a number and these are drawn at random in full view of all those who witness the process. A random draw will take place to allocate places to students, and give preference to places on chosen courses. Students will be allocated onto their chosen courses in the order in which they are selected in the random draw. The allocation of places will alternate between the two geographical areas. If a student is drawn whilst there are still places available within the school, but not places available on one or more of their chosen courses, the student will be offered a place on a suitable alternative course that still has places.

7.6 Admission of students outside their normal age group

7.6.1 Parents/students may seek a place for a student outside of their normal age group, for example, if the student is gifted and talented or has experienced problems such as ill health.

7.6.2 Parents/students who wish to seek admission to QEGS Sixth Form outside the student's normal age group (whether they are currently placed in a lower year group than their chronological age or are already of college age) must submit a written request to the AT for the student to be admitted out of the normal age group.



7.6.3 The AT will make a decision on the request before the provisional offer date if at all possible. If the request is agreed, the application will be processed as normal. If the request for admission outside the normal age group is refused, the parent/student must decide whether they wish to pursue an appeal or accept any other offer of a place from another admission authority or, in the case of a student who was seeking admission to a higher year group, the parent/student may make a further application the following year for admission into QEGS Sixth Form with their chronological cohort.

7.6.4 A parent/student seeking admission outside the student's normal age group must send their written request to the AT. It is the responsibility of the parent/student to provide the AT with all relevant information relating to this request, including: reasons for the request; information about the student's academic, social and emotional development; medical history and views of a medical professional (where relevant); whether the student would naturally have fallen into a lower age group if it were not for being born prematurely; and whether the student has previously been educated out of their normal age group.

7.6.5 The AT is required to take into account the views of the Head of QEGS on the application as well as the information from the parents/student. The AT will make its decision on the basis of the circumstances of each individual case, and in the best interests of the student concerned.

7.6.6 The AT will then inform the parent/student of their decision on the year group the student should be admitted to and will provide the reasons for their decision.

7.6.7 Parents/students have a statutory right to appeal to an Independent Admission Appeal panel against the refusal of a place at a Sixth Form for which they have applied. As the purpose of the appeals process is to consider whether a student should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school but it is not in their preferred year group. They may, however, make a complaint about an Admission Authority's decision not to admit the student outside their normal age group.

8. Specific Circumstances That Might Arise

8.1 In-Year Admission

8.1.1 All parents requesting a school place outside the normal admissions round will be required to complete the relevant LA's In-Year Transfer Form.

8.1.2 QEGS will consider all such applications and if the year group applied for has a place available, admit the pupil/student in accordance with the stated oversubscription criteria. This procedure may be subject to change if necessary to meet any amendments to the LA's Co-ordinated Admission Arrangements.



8.1.3 If there is no place, then the AT will have to refuse the application but information will be provided about how to appeal against this refusal and place your child's name on the school's waiting list.

8.1.4 If your family is moving house, your application and appeal will be considered as being made from your old address until you provide suitable evidence of a permanent change of address, e.g. exchange of contracts on your house purchase or the signed tenancy agreement and rent book for your new address.

8.1.5 Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

8.2 Pupils/students with challenging behaviour and those who have been excluded twice

8.2.1 Notwithstanding any other provision of this document, the school may refuse admission to pupils/students who have been permanently excluded from two or more other schools where one of these exclusions took place within the two preceding years. Exclusions, which took place before the pupil/student concerned reached compulsory school age, do not count for this purpose.

8.2.2 The school may also refuse admission to a pupil/student (other than in the normal year of entry) in the specific and limited circumstances described in the statutory Code of Practice.

8.2.3 However, in all the circumstances described in these paragraphs, the Secretary of State may direct the school to admit such a pupil/student and that direction shall be binding on the school.

8.3 Late Applications

8.3.1 Normally, applications received after the national closing date will be treated as late applications and considered only after all on-time applications have been considered. Only in exceptional circumstances, and where appropriate evidence is provided, will applications received after the national closing date (but before 1 Feb 2018 for secondary or 16 March 2018 for primary) be considered alongside those received on time.

8.3.2 It is the responsibility of the parent/student to notify QEGS of the relevant exceptional circumstances and provide any supporting evidence if they want the school to consider treating their late application as on-time.

8.3.3 It will not be possible for the AT to consider a late application or change of preference alongside the on-time applications if it is received after 1 February 2018 (secondary) or 16 March 2018 (primary) even if there are exceptional reasons for the delay in submitting the application.



8.3.4 Parents will be informed of the outcome of their application in writing by the LA.

8.4 Reserve List/Waiting List

8.4.1 Pupils who are not admitted after the admissions draw is complete and still wish to be considered for a place in the school will have their name placed on the reserve list.

8.4.2 Each name on the reserve list will be allocated to the relevant oversubscription criterion that applies. Late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. It is therefore possible for a child who moves into the area or applies later to have a higher priority than one who has been on the reserve list for some time.

8.4.3 If a place becomes available within the admission number, then the child who meets the highest criterion will be offered that place. If more than one child on the reserve list qualifies under that criterion, then a random allocation draw between all names within that group will be used to allocate the place(s). This is not dependent on whether an appeal has been submitted.

8.4.4 This initial reserve list, held by the LA, will operate until 31st December 2018. Thereafter, if parents wish their child's name to remain on the school's waiting list for the rest of the school year, they should contact the school during the first two weeks of term in January 2019, otherwise their child's name will be removed from the list and therefore will not be eligible for any places that might become available after January 2019.

8.4.5 If parents wish their child's name to remain on the school's waiting list for subsequent years, they should contact the school during the first two weeks of term in September each subsequent year, otherwise their name will be removed from the list and therefore will not be eligible for any places that might become available.

8.5 Fraudulent applications

8.5.1 Where the AT discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example where a false address has been provided) then it may withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

8.6 Appeals

8.6.1 Where the AT is unable to offer a place because the school is over-subscribed, parents (and Sixth Form students) have the right to appeal to an Independent Admission Appeal Panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002.



8.6.2 Appellants should request an Appeals Form (by 31st March 2018 Year 7, 17th May 2018 Reception) from the Director of Admissions at the school (see website for further details). Appellants will have the opportunity to submit their case to the panel in writing and to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

8.6.3 Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will be possible and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year-on-year).

Reviewed:	October 2016
Approved by Board of Governors:	February 2017