

Admission arrangements for Community and Voluntary Controlled schools in North Northamptonshire (2025 intakes)

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1. Admission Authorities

The admission authority of a school varies according to the type of school. As shown below in Table 1, the local authority (NNC) is responsible for determining the admission arrangements of Community and Voluntary Controlled schools.

Type of school	Admission Authority
Academies/Free Schools/UTCs	Academy Trust
Community Schools	Local Authority
Foundation Schools	Governing Body
Voluntary Aided (VA) Schools	Governing Body
Voluntary Controlled (VC) Schools	Local Authority

Table 1: Admission authorities and school type (governance)

2. Community and Voluntary Controlled schools in North Northamptonshire

Community and Voluntary Controlled schools in North Northamptonshire are mostly organised into different generic groups. The schools in each of these groups generally share the same oversubscription criteria, although other features of a school’s admission arrangements may vary from school to school (e.g., the Published Admission Number (PAN) or linked area may vary). The groups are as follows:

- Primary Schools – Rural
- Primary Schools – Urban
- Infant Schools – Urban
- Infant Schools – Urban with Linked Area Villages
- Junior Schools – Urban with Linked Area Villages

The oversubscription criteria for schools in each of these groups are listed on the following pages, together with details of the schools within the group. The Community and Voluntary Controlled schools which have oversubscription criteria unique to their school, are listed separately (see 3.7).

Key:

CE - Church of England Voluntary Controlled

CEVC - Church of England Voluntary Controlled

PAN - Published Admission Number

2.1 Primary Schools – Rural

School	PAN	Linked Villages
Brigstock Latham’s CE Primary School	15	Brigstock, Lyvedon
Broughton Primary School	30	Broughton
Earls Barton Primary School	60	Earls Barton
Geddington CE Primary School	30	Geddington, Little Oakley, Newton-in-the-Willows
Great Doddington Primary School	20	Great Doddington
Grendon CE Primary School	15	Castle Ashby, Chadstone, Grendon
King’s Cliffe Endowed Primary School	30	Apethorpe, Blatherwyke, Bulwick, Deene, Deenethorpe, Fineshade, King’s Cliffe, Laxton, Wakerley

School	PAN	Linked Villages
Mawsley Primary School	30	Mawsley
Nassington Primary School	15	Fotheringhay, Nassington, Woodnewton, Yarwell
Titchmarsh CE Primary School	15	Clopton, Titchmarsh
Warmington School	15	Warmington

Table 2: Primary Schools (Rural)

How places are allocated

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Oversubscription Criteria

Where there are more applications for places at the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children
2. Children who live in the linked area villages for the school
3. Children with a sibling continuing at the school at the time of admission of the child
4. Other children

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place - see page 11.

2.2 Primary Schools – Urban

School	PAN
Barton Seagrave Primary School	90
Corby Old Village Primary School	30
Croyland Primary School	60
Denfield Park Primary School	60

School	PAN
Henry Chichele Primary School	60
Meadowside Primary School	60
Alfred Lord Tennyson School	30

Table 3: Primary Schools (Urban)

How places are allocated

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Oversubscription Criteria

Where there are more applications for places at the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children
2. Children with a sibling continuing at the school at the time of admission of the child
3. Children whose home address is closer to the preferred school than any other school
4. Other children

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place - see page 11.

2.3 Infant Schools – Urban

Infant School	PAN	Linked Junior School
Avenue Infant School, The	60	Park Junior School

Table 4: Infant Schools (Urban)

How places are allocated

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Oversubscription Criteria

Where there are more applications for places at the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children
2. Children with a sibling continuing at the school or linked Junior school at the time of admission of the child
3. Children whose home address is closer to the preferred school than any other school
4. Other children

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place - see page 11.

2.4 Infant Schools – Urban with Linked Area

Infant School	PAN	Linked Area	Linked Junior School
Higham Ferrers Nursery & Infant School	60	Chelveston-cum-Caldecott, Higham Park	Higham Ferrers Junior School
South End Infant School	90	Higham Park Road, Newton Bromswold	South End Junior School

Table 5: Infant Schools (Urban with linked area)

How places are allocated

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Oversubscription Criteria

Where there are more applications for places at the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children
2. Children who live in the linked area for the school
3. Children with a sibling continuing at the school or linked Junior school at the time of admission of the child
4. Children whose home address is closer to the preferred school than any other school
5. Other children

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place - see page 11.

2.5 Junior Schools – Urban with Linked Area

Junior School	PAN	Linked Area	Linked Infant School
Higham Ferrers Junior School	60	Chelveston-cum-Caldecott, Higham Park	Higham Ferrers Nursery & Infant School
South End Junior School	90	Higham Park Road, Newton Bromswold	South End Infant School

Table 7: Junior Schools (Urban with linked area)

How places are allocated

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Oversubscription Criteria

Where there are more applications for places at the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children

2. Children who live in the linked area for the school
3. Children with a sibling continuing at the school or linked Infant School at the time of admission of the child
4. Children who attend the linked Infant school
5. Children whose home address is closer to the preferred school than any other school
6. Other children

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place - see page 11.

2.6 Schools with individual oversubscription criteria

Little Stanion Primary School

The Published Admission Number (PAN) for the Reception year of entry is **30**.

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Oversubscription Criteria

Where there are more applications for places at the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children
2. Children who live in the Little Stanion and who have a sibling continuing at the school at the time of admission of the child
3. Children of teaching staff (including Head and Deputy Head Teachers) with a minimum of two years' service at the school
4. Other children who live in Little Stanion
5. Children who do not live in Little Stanion but have a sibling continuing at the school at the time of admissions of the child
6. Other children

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place - see page 11.

Whitefriars Primary School

The Published Admission Number (PAN) for the Reception year of entry is **60**.

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Oversubscription Criteria

Where there are more applications for places at the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children
2. Children who live in the linked area for the school (Knuston)
3. Children with a sibling continuing at the school at the time of admission of the child
4. Children whose home address is closer to the preferred school than any other school
5. Other children

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place - see page 11.

3. Definitions

Looked After Children (LAC)

Children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions (see definition in Section 22(1) of the Children Act 1989)

Previously Looked After Children (PLAC)

Children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46), or
- Became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and amended in Section 12 of the Children and Families Act 2014). Child arrangements orders replace residence orders and any residence order in force prior to April 2014 is deemed to be a child arrangements order, or
- Became subject to a special guardianship order (see Section 14A of the Children Act 1989)

This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a local authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Sibling

A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify for a sibling link. For School Admissions purposes, the term sibling includes:

- half-brothers and half-sisters
- step-brothers and step-sisters
- adopted children
- children in foster care
- children living in the same family unit, including non-biological brothers and sisters – for example, when the parents are not married or in a civil relationship.

Cousins are not regarded as siblings.

Child's Home Address

The child's home address is defined as the address at which the child normally resides with their parent/carer on the closing date for applications (31 October for Secondary, 15 January for Primary).

When we refer to a child's home address, we mean the permanent residence of the child. This address should be the child's only or main residence which is:

- owned by the child's parents/carers, or
- leased to or rented by the child's parents/carers under a lease or written rental agreement of not less than six months' duration.

When parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e., Sunday night – Thursday night inclusive).

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be used as the child's main address.

Where parents move house after the closing date, we can only use the new address if house moves have been confirmed through the exchange of contracts or the signing of a formal lease.

Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned.

4. Multiple Birth Groups

If the last child to be admitted to a particular school is from a multiple birth group, all other children in the group will be offered places at the school, even if it means exceeding the Published Admission Number. This will also apply to siblings in the same year group.

5. Fraudulent Applications

The LA has the right to investigate any concerns we may have about an application and to withdraw the offer of a place if it is considered that there is evidence that an applicant has made a fraudulent claim or provided misleading information.

6. Conflicting Applications

The LA can only process one application form. Where parental responsibility is shared, and where the adults with parental responsibility live at different addresses, it is important for the adults to agree which schools they wish to apply for, prior to making the application.

If multiple applications are received for the same child with conflicting address and/or preferences, or if the School Admissions team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until:

- a new single application is made, signed by all parties; or
- written agreement is provided from both parents indicating which application they have agreed on; or
- a court order is provided confirming which parent's application carries precedence.

If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of a child being allocated a place at their preferred school/s.

7. Distance Measurements

Distances are measured on a straight-line basis from the address point of the child's home to the address point of the school, using a geographical information system. Each address has a unique address point. The address point for a property does not change.

Where there are multiple applications from the same shared dwelling (e.g., flats) or where there are two home addresses are found to be the same distance from a school, a process of random allocation will be used to decide which address is used and which child gets priority.

8. Random Allocation

Where random allocation is required, an online randomiser will be used. The process will be supervised by someone independent of the school and a fresh round of random allocation will be used each time a child is to be offered a place from a waiting list.

9. Late Applications

Late applications are any common application forms (for the normal point of entry) received by the local authority after the statutory closing date of 15 January. Late applicants will not receive an offer of a school place by the local authority on National Offer Day (16 April or the next working day).

Late applications will be processed in the subsequent rounds of allocations between May and July (for more details, refer to the local authority's composite prospectus on the NNC website).

10. Children below Compulsory School Age

A child reaches compulsory school age on certain set days following their fifth birthday (or on the set day if the child's birthday falls on that day). The set days are: 31 December, 31 March and 31 August.

NNC provides for the admission of all children in the September following their fourth birthday. Where a place has been offered to a child at a school:

- a) That child is entitled to attend the school full-time in the September following their fourth birthday.
- b) Parents/carers may defer their child's entry to the allocated school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made.
- c) Where parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

11. Admission outside the normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

11.1 Requests for admission to reception outside the normal age group (summer born children)

All children are entitled to a full-time school place in the September following their 4th birthday and most parents are happy for their child to start school at this point. However, parents/carers of summer born children (those born between 1 April and 31 August) who do not reach compulsory school age until a full year after they would normally start school, may request to delay their child's start to school until the September following the child's 5th birthday.

Process for requesting a delay in applying for a place in Reception

If parents wish to delay their summer born child's start at school until the September after their 5th birthday, there are two options open to parents:

1. Parents can make an in-year application for a **year 1** place for the September following their child's 5th birthday, as other children in the child's age group already attending school will be moving from reception to year 1 at this point. It is important to remember that some schools are likely to be full in year 1 and may be unable to offer a place.
2. If parents do not want their child to miss Reception, they may make a request for their child to be admitted out of their normal age group i.e., into Reception instead of year 1). This is a 'request' - parents do not have the right to insist that their child is admitted to a particular age group. The school's admission authority is responsible for deciding which year group a child should be admitted to.

Parents/carers of summer born children who wish to delay their child's school start by a full year but would like them to start in Reception, should still make their application for a Reception place for their child's normal year of entry before the primary application deadline of **15 January** in the offer year (the academic year in which the child turns 4). If a delay is agreed, this application can be withdrawn.

Parent/carers should also, if possible, make their request for admission out of the normal age group to the admission authority (NNC) by the same date - **15 January**. This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April or the next working day). However, requests will still be considered after this date.

Parents/carers requesting Reception places at an NNC community or voluntary controlled school for the September following their child's 5th birthday, should email /write to School Admissions: admissions.NCC@northnorthants.gov.uk.

Making a request

In their request, parents/carers should identify which school(s) they would like to make their request for.

Parents/carers should provide some information about their child to explain why they think that their child should be educated out of their normal age group and start school in Reception rather than year 1. It is important for parents/carers to provide any additional evidence to support their request if they have any as this information will help the admission authority to make their decision on the appropriate year group for the child, e.g., parents/carers may be able to provide a report from the child's Early Years setting or evidence from a health or social care professional.

The request will then be considered by the admissions authority of the school (NNC) who must decide which will be the appropriate year group for the child when the child starts school. The decision will be made based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the head teacher's views.

What happens next?

The admission authority will inform the parents/carers of its decision on which year group the child should be admitted to when they legally have to start school (i.e., to Reception or Year 1) and will set out clearly the reasons for their decision.

Request to delay starting Reception - agreed

If the request to be admitted outside normal age group is agreed by NNC, parents/carers will need to make an application for a place in Reception in the normal round of admissions in the following academic year. If an application for the normal reception year has been submitted, this can be withdrawn.

If parents get an agreement to apply for a place in Reception out of their child's normal age group, this does not mean that their child is guaranteed a place at their preferred schools when they apply in the following year. Places will be allocated on the basis of the school's published admission arrangements only.

Request to delay applying for a place in Reception - refused

If the request to be admitted outside normal age group is refused by NNC and it is decided that the appropriate year for the children to start school at compulsory school age is year 1, parents/carers have to decide whether they will accept a reception place in the normal year of entry, delay their child's start until the September after their 5th birthday and apply for a Year 1 place, or make a request to the admission authorities of

other schools to see if they will accept an application for Reception outside the normal age group.

Parents/carers who are unhappy with NNC's decision on the appropriate year group for their child to start school at compulsory school age, should put their complaint in writing to School Admissions.

Parents/carers whose requests for delayed entry into Reception are refused (i.e., where NNC has decided that the appropriate year group in which a child should start school is year 1), do not have the right to appeal this decision. They have the right to appeal against the refusal of a place at a school for which they have applied but this right does not apply if they are offered a place at the school, but it is not in their preferred age group.

11.2 Requests for admission outside the normal age group (not summer born)

Parents/carers seeking a place for their child out of their normal age group at a Community or Voluntary Controlled school, must send their request to the School Admissions team at admissions.ncc@northnorthants.gov.uk.

The local authority (NNC), as the admission authority of the school, will consider the request and make a decision on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's/carer's views
- information about the child's academic, social and emotional development
- where relevant, the child's medical history and the views of a medical professional
- whether the child has previously been educated out of their normal age group
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the Head teacher of the school concerned.

NNC will write to parents setting out clearly the reasons for their decision about which year group a child should be admitted to.

Parents or carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

12. Children of UK Service Personnel (UK Armed Forces) and Crown Servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the School Admissions team will:

- a)** allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Admission authorities (i.e., bodies such as NNC, the

local authority, academy trusts and governing bodies of schools) **must not** refuse to process an application and **must not** refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.

- b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Admission authorities **must** use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where parents request this.

13. In-year Admissions

An in-year admission refers to an application for a school place made during the school year or an application for admission to a school made at the start of the school year for any year group other than the normal year of entry. The normal years of entry are Reception for entry to Primary schools and Infant Schools; Year 3 for Junior schools and Year 7 for children moving into Secondary schools.

Applications for in-year admissions to Voluntary Controlled and Community schools in North Northamptonshire, should be made online on NNC's School Admissions website: [Move school during the school year \(in-year\) | North Northamptonshire Council \(northnorthants.gov.uk\)](https://www.northnorthants.gov.uk/move-school-during-the-school-year-in-year)

In-year applications for school places in North Northamptonshire:

- should not be made more than 20 school days before they are required. Applications outside this timescale will not be processed
- should be made by a person with parental responsibility
- allow applicants to list up to 3 schools in order of preference.

The Process

When an in-year application is submitted, School Admissions will contact the parent's/carer's preferred schools to establish if there are places available in the child's year group.

If an application is made for a Foundation, Voluntary Aided, Academy or Free School, the application will be passed to the school for consideration as these types of schools are their own admission authority. The schools will confirm with School Admissions whether they are able to offer a place.

Place can be offered

If the school can offer a place, a letter will be sent to the parent/carer and the school's Head teacher confirming the place has been allocated and asking the Head teacher to arrange a start date.

Place cannot be offered

If it is not possible to offer a place at any of the schools for which a parent/carer has applied, and a child does not have a school place, a place will be offered at the nearest school to the child's home address with places available in the child's year group.

Where a school place cannot be offered, parents may ask for their child's name to be added to the waiting list for the school – see Section 14 below for more information on waiting lists. In addition, parents are entitled to appeal the decision to refuse a place – see Section 15 below).

The in-year admission process can take up to 15 school days. Children living in the local area should continue to attend their current school until an admission date has been agreed at the new school. School places cannot be reserved and therefore the School Admissions team processes and allocates places, where possible, close to the date the school place is required.

NNC's in-year co-ordination scheme

The 2021 School Admissions Code requires local authorities to publish an in-year co-ordination scheme providing details of how the in-year admission process will operate.

NNC's in-year co-ordination scheme can be found [here](#).

Child's Home Address

If families are moving into North Northamptonshire, documentary evidence in the form of a solicitor's letter to confirm exchange of contract or a copy of the signed tenancy or rental agreement may be required to verify the address.

Applications for overseas children

Parents who are not UK or Irish nationals should check they, and their children, have a right to reside in the UK before applying for a school place in England. It is not the responsibility of the admission authority or co-ordinated local authority to check.

Advice for foreign nationals who wish to apply for a state-funded school place should check that they have a [right of abode](#) or that the conditions of their immigration status otherwise permit them to access a state-funded school.

NNC will consider applications for places at state-funded schools from parents who are moving or returning to England or the UK. Where a place is refused, an appeal to an independent appeals panel will be offered.

For further information on the processing of applications from foreign nationals, or from another country, for a state-funded school place in England, please use the following link to the [DfE website](#).

Applications from Infant school children for Year 3 places at primary schools

NNC's School Admissions team is responsible for co-ordinating applications for Year 3 places at Junior schools.

If an application is made for a Year 3 place in a primary school instead of a Year 3 place in a Junior school, such an application will be considered processed as an in-year application, not as part of the coordinated scheme. This is because the normal year of entry for in a Primary school is Reception, not Year 3, and the co-ordinated scheme only applies to applications made for the normal year of entry for a school.

All applications for year 3 places in a primary school (instead of a junior school place) will be processed as in-year applications. The in-year application form may be completed online and can be found on the website under the heading 'Move school during the school year (in-year)'. A paper application form may also be requested from the School Admissions team.

In-year school places are not allocated more than 20 school days before the school place is required. Therefore, applications from children wanting a Year 3 place at a primary school in September (rather than in a junior school) will be processed as in-year applications from the middle of the summer term (June).

14. Waiting Lists

Following an unsuccessful application, a parent/carer may ask for their child's name to be placed on the waiting lists for the schools.

The School Admissions Code requires admission authorities to maintain a clear, fair, and objective waiting list until *at least* 31 December of each school year of admission. NNC will maintain waiting lists for its schools for the whole of the academic year. Each child added will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received, or their name was added to the list. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

In North Northamptonshire, there are three terms in the school year: Spring, Autumn and Summer. The School Admissions team of the local authority (NNC) administers the waiting lists for all year groups for all Community and Voluntary Controlled schools.

Waiting lists will be held until the end of the school term in which parents applied and they will then be cleared before the start of the next term. If parents would like their child's name to remain on the waiting list, they must email the School Admissions Team before the start of each term. They will need to provide the child's full name, date of birth and address. Please email Admissions.NCC@northnorthants.gov.uk

15. Appeals

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied.

Parents or carers will be informed of the reason they have been refused and of their right to appeal and in the decision letter that they receive from School Admissions. Those

wishing to appeal should complete the online appeal form on the NNC website: [the Appeals page](#), where they also will find further information.

Parents or carers wishing to submit supporting evidence after lodging their appeal, should e-mail the appeals team - appealsteam.NCC@northnorthants.gov.uk - within 10 working days of the submission of the appeal.

Appeals against decisions not to offer a place at a school in the normal admissions round, must be lodged in writing, giving the reasons for appeal, by the date published on the Appeals website. Appeals received after this date will still be heard, but there is no guarantee they will be heard before the end of the school year in which the application is made.

Appeals lodged by the appropriate deadlines are heard within the following timescales:

a) for applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals;

b) for late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged;

c) for applications to sixth forms: i) where the offer of a place would have been conditional upon exam results, appeals must be heard within 30 school days of confirmation of those results; ii) where the offer of a place would not have been conditional upon exam results, appeals must be heard within 40 school days of the deadline for lodging appeals;

d) for applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged.