



**LAWRENCE SHERIFF SCHOOL
A National Teaching School
RUGBY**

**ADMISSIONS APPEALS TIMETABLE
2019-2020 ADMISSIONS**

All appeals should be lodged with Warwickshire County Council, with further information available and submission details at:

<http://www.warwickshire.gov.uk/schoolappeals>

The timetable for Warwickshire's appeals is included below, together with some general information about the appeals process.

Appeals for Year 7 entry from September 2019

- National Secondary Offer Day – Friday 1 March 2019.
- Deadline for lodging appeals – Friday 29 March 2019.
- Appeals received by 29 March 2019 must be heard by Monday 17 June 2019.
- Appeals received after 29 March 2019 will be heard by Monday 17 June 2019 where possible, or within 30 school days of the appeal being lodged.

Appeals for Sixth Form places from September 2019

- Where the offer of a place is conditional upon exam results, appeals must be lodged by Friday 27 September 2019 and will be heard within 30 school days of confirmation of those results, ie by Friday 11 October 2019. However, we would strongly advise you to consider lodging your appeals paperwork earlier than the deadline in order to ensure that your appeal is heard as quickly as possible.
- Where the offer of a place is not conditional upon exam results, appeals must be heard within 40 school days of the deadline for lodging appeals, ie by Friday 29 November 2019.
- Please contact the school directly for information regarding individual sixth form arrangements.

In Year Admissions (outside of the normal round of entry)

- In year (or casual) admission appeals must be heard within 30 school days of the appeal being lodged.

All Appeals

- Where possible, all appeals received by 24 June 2019 will be heard before the start of the new term in September 2019. It may not be possible to hear appeals received after this date prior to the start of the new term in September 2019.
- Please note no appeals will be heard between 30 July 2019 and 16 September 2019.

Appeals process

- Your appeal will be acknowledged by letter and email within 5 school days of receipt. If you do not receive an acknowledgement within a week of lodging your appeal, contact Warwickshire County Council on 0845 155 1793 as a matter of urgency.
- Notification of the details of appeal(s) will be sent out by letter and email at least 10 school days before the hearing.
- Confirmation of the hearing details and the papers relating to your appeal will be sent out to all parties at least 7 school days before the appeal.
- Warwickshire County Council must receive any additional supporting documents at least 5 school days before the hearing. The appeals service will not accept additional information after this date. If you wish to submit further information after this deadline you must take 6 copies to the hearing and notify the Clerk as soon as possible when you arrive.
- Information not submitted in accordance with the above may not be considered at the appeal. The appeal panel will decide whether such material will be considered, taking into account its significance and the effect of a possible need to adjourn the hearing. Therefore, we strongly advise you to comply with this deadline.
- The Independent Appeals Panel's decision will be sent to you within 5 school days of the hearing, where possible.

Help guides

If you have any queries about the process, please see the help guides or contact the School Appeals Service.

- Phone – 0845 155 1793
- Email – schoolappeals@warwickshire.gov.uk
- Grammar school admission appeals procedure: notes for parents:
<https://apps.warwickshire.gov.uk/api/documents/WCCC-743-96>
- Sixth Form school admission appeals procedure: notes for parents:
<https://apps.warwickshire.gov.uk/api/documents/WCCC-743-123>