



KENILWORTH SCHOOL & SIXTH FORM

Part of the Kenilworth Multi-Academy Trust

ADMISSIONS APPEALS TIMETABLE 2021-2022 ADMISSIONS

All appeals for entry into Year 7 to 11 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 2021

- National Secondary Offer Day – Monday 1 March 2021.
- Deadline by which appeals must be lodged in order to be classed as on time, ie Monday 29th March 2021, 11:59pm and will be heard by Wednesday 16th June 2021.

Appeals lodged after this date will be heard within 40 school days of the deadline, where possible, or within 30 school days of the date the appeal is lodged.

Where possible all appeals received by 21st June 2021 will be heard before the start of the new term in September 2021. It may not be possible to hear appeals received after this date prior to the start of the new term in September 2021.

Appeals for Sixth Form places from September 2021

- Appeals for the Sixth Form will be heard by the school.
- Appeals must be lodged by Friday 10 September 2021 and will be heard within 30 school days, ie by Friday 22 October 2021. 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 conditional upon exam results, appeals will be heard within 30 school days of confirmation of those results.
- Where the offer of a place is not conditional upon exam results, appeals will be heard within 40 school days of the deadline for lodging appeals.
- Please contact the school directly for information regarding individual Sixth Form arrangements.

Waiting Lists for Sixth Form

The school will keep a waiting list for students who still wish to attend Kenilworth Sixth Form, have met the entry requirements, but for whom there is no place due to oversubscription.

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.

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.