



**CHAPMANSLADE CE VA PRIMARY
SCHOOL**

**Learning together in a Christian community,
nurturing and developing lively minds in a caring
environment.**



School Admission Timetable
Children Starting in the Year 1st September 2019 – 31st August 2020

<u>DATE</u>	<u>ACTION</u>
15 th January 2019	<p>Deadline - All paper and online applications must be received by midnight.</p> <p>If you apply after this time your application will not be considered until all those received before the deadline date have been processed. This means that the outcome of your application may not be decided until the end of May 2019</p>
January - April 2019	<p>The School Admissions Team - will liaise with schools and other authorities to make sure that, where possible, parents get a single offer for the highest preference school. If we are unable to offer you a place at any of your preferred schools, and you live in Wiltshire, an alternative place will be allocated for your child at the next nearest school to the home address with available places.</p>
16 April 2019	<p>Offer day - letters are posted out to all parents who applied by the 15 January 2019 deadline offering them a place at one school.</p> <p>Parents who apply online will be able to log back on to the online system on national offer day to view the outcome of their application, you will require your username and password which was created at the time of application. It is important that you keep these details safe as the school admissions team are not able to send duplicate emails to you confirming these details.</p> <p>Decisions on applications will not be given out over the telephone.</p>
02 May 2019	<p>Deadline - for parents to accept the place they have been offered. If you do not respond by this date, we will assume that you do not want the place and it will be offered to another applicant.</p> <p>If you have been refused a place at your preferred school you can appeal. (See appeals timetable below)</p> <p>Waiting lists are set up.</p> <p>Further information will be contained in the decision letter that will be posted out to you on national offer day.</p>
31 May 2019	<p>Second round offers- late applicants (second round applications received between 16 January 2019 and 23 April 2019) will be considered alongside any applicants who were refused in the first round.</p> <p>All applications will be considered in line with the schools individual over subscription criterion and any spare place and places that have become available after the April offer day, will be reallocated.</p>

June/July 2019	Third round offers - late applicants (third round applications received after 23 April 2019) will be considered alongside any applicants who were refused in the first round and second round. All applications will be considered in line with the schools individual over subscription criterion and any spare place and places that have become available after the April offer day, will be reallocated.
June/July 2019	Appeals are heard
31 August 2019	Deadline - any applications received after this date will be considered as in-year transfer applications.

<u>Admission Appeals Timetable</u>	
School to Publish appeals timetable to include:	28 th February 2019
a) For a parent to submit an appeal	Within 21 school days (not calendar) for the parent or carer receiving notice of the refusal of a place at school (By midnight Wednesday 22 nd May 2019 (NB this does not include weekends).
b) Notice of Appeal Hearing	At least 14 school days before the hearing
c) Appellant (usually the parents) to submit evidence	8 school days before the Appeal hearing
d) Admission Authority (the school) to submit evidence	
e) The Clerk (the person organising the appeal) sends Appeal papers to parents	
f) Additional evidence from the Appellants. (Sometimes the Appellants wish to submit additional information after seeing all the papers)	5 school days before the Appeal hearing
g) Decision letters sent to the Appellant if their appeal has been Upheld or Refused)	Within 5 school days of the hearing (wherever possible) so that parents are informed within 7 days
h) For Applications made in the Normal Admissions Round Appeal must be heard	Within 40 school days of the deadline for lodging appeals (By Tuesday 24 th July 2019)
i) For in Year and Late Applications (those that came in after the deadline and have not been decided by the offer date) Appeals must be heard	Within 30 school days of the Appeal being lodged