



St Thomas á Becket Church of England Federation



TIMELINE FOR ADMISSIONS AND POTENTIAL APPEALS FOR ADMISSION IN YEAR R  
SEPTEMBER 2017

JANUARY

**15<sup>TH</sup> JANUARY**  
CLOSING DATE FOR APPLICATIONS VIA ESCC ONLINE FOR A PLACE IN YEAR R, SEPTEMBER 2017.

APRIL

**18<sup>TH</sup> APRIL** - ALLOCATION OF PLACE  
CORRESPONDANCE SENT.

IF YOU HAVE APPLIED ON LINE EMAILS WILL BE SENT TO PARENTS DIRECTLY FROM EAST SUSSEX COUNTY COUNCIL, ADMISSIONS TEAM.

IF YOU HAVE APPLIED VIA PAPER YOUR CHOSEN SCHOOL WILL WRITE TO YOU.

SHOULD YOU HAVE APPLIED FOR A PLACE WITHIN ONE OF THE FEDERATION SCHOOLS, YOU SHALL ALSO RECEIVE A LETTER DETAILING TASTER SESSIONS AND ADDITIONAL INFORMATION.

MAY

**02<sup>ND</sup> MAY** (ACTUAL DATE TBC BY ESCC) - CLOSING DATE FOR ANY PARENTS WISHING TO LODGE AN APPEAL WITH THE SCHOOL WHICH THEY REQUESTED BUT WERE NOT ALLOCATED.

A CONFIRMATION LETTER FROM PARENTS WITH SUPPORTING DOCUMENTS (I.E REASON FOR APPEALING) MUST BE RECEIVED INTO THE SCHOOL OFFICE AT EITHER BLACKBOYS OR FRAMFIELD CEP SCHOOLS (DEPENDENT UPON WHICH SCHOOL YOU ARE APPEALING FOR A PLACE WITHIN).

JUNE

CONFIRMATION LETTER SENT TO PARENTS APPEALING FROM RELEVANT FEDERATION SCHOOL REQUESTING RSVP FOR ATTENDANCE TO THE HEARING OF THE APPEAL (VENUE AND ACTUAL DATE TBC DEPENDENT UPON NUMBER OF APPEALANTS). THERE WILL ALSO BE THE OPPORTUNITY TO FORWARD ADDITIONAL EVIDENCE FOR THE APPEAL PANELS PERUSAL E.G DOCTORS LETTERS ETC.

THE APPEAL PANEL WILL BE MADE UP OF X3 INDEPENDENT MEMBERS. THE FEDERATION WILL BE REPRESENTED BY A MEMBER OF THE SLT TEAM AND A MEMBER OF THE GOVERNING BODY. A CLERK FOR THE APPEAL HEARING WILL ALSO BE PRESENT.

THE APPEAL DECISION WILL BE CONVEYED IN WRITING TO PARENTS WITHIN 5 WORKING DAYS OF THE APPEAL.

JULY