

## **LA FONTAINE ACADEMY ADMISSION APPEALS ARRANGEMENTS 2023/2024**

### **Appeals Timetable in accordance with the School Admissions Appeal Code 2022**

STEP Academy Trust is the admissions authority and the allocation of school places for La Fontaine Academy has been delegated to Bromley Council's School Admissions Team.

#### **Important Information**

17 April 2023 National offer day Offer notifications sent to on-time applicants after 5pm.

2 May 2023 Deadline for parents and carers to accept or decline the school offered online (decisions can be submitted via email after this date).

On the relevant national offer day, you will receive a notification (email or text) advising you when your application outcome is ready to log-on and view. You will be notified of the outcome of your online application by email. You can accept or decline the school offered within 14 days of the primary, infant and junior national offer day.

Applicants who are not offered a place at La Fontaine Academy will be given a right of appeal, in line with the School Admissions Appeal Code. Clerks Associates UK manage the appeals process on behalf of La Fontaine Academy.

Parents/carers may find out general information about the appeals process from their website (<http://www.clerksassociates.co.uk>).

a) Deadline for Lodging Appeals: June 2023.

Appeal forms received within the deadline will be heard between during July 2023 (ie within 40 days of the deadline). If you submit an appeal after June 2023, it will not be heard until the start of the academic year in September 2023.

b) appellants will receive at least 10 school days' notice of their appeal hearing date.

c) appellants must submit their additional evidence and the admission authority to submit their evidence at least 12 school days prior to the hearing date.

d) wherever possible decision letters will be sent to appellants within 5 school days of the hearing, or, where multiple appeals for a school are heard on more than one day, within 5 school days of the last hearing day for that school.