



ADMISSION APPEALS ARRANGEMENTS 2016/2017

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

If you applied online and on time, you will receive an email or text alert telling you when you can log in to find out the result of your application, during the evening of 16 April 2016. You can also view the outcome of your application by downloading the 'ParentComms' App.

Important Information

If your child has been offered a place at your first preference school, you will not be sent an outcome letter. You will be able to access the results of your application online as well as accept or decline the offer made.

Letters are posted first class to the applicant's address on 18 April 2016. If you applied online you will be sent an email during the evening of 18 April 2016 with the outcome of your application. Please wait until you have received the email before logging onto the Pan London Admissions website.

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 (DfE, 1st February 2012). 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>).

3rd May 2016 – distribution of appeal forms to those parents/carers who have requested one

3rd June 2016 – deadline for submission of appeal forms

Week commencing 4th July 2016 - all appeals submitted by the deadline will be heard by an Independent Appeals Panel

Outcome letters will give full details of how to lodge an appeal for La Fontaine Academy along with advice on the relevant timescales and deadlines.