



## **ADMISSION APPEALS ARRANGEMENTS 2018/2019**

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 2018. You can also view the outcome of your application by downloading the 'ParentComms' App.

### **Important Information**

Bromley resident applicants, accepted as on time, will be mailed (by first class post) an offer of a single school place on 16 April 2018. Notification of offer email will be sent to online applicants from 5.30pm with the outcome of your application. Please wait until you have received the email before logging onto the Pan London Admissions website.

Offers must be accepted or declined by Monday 30<sup>th</sup> April 2018 at [www.eadmissions.org.uk](http://www.eadmissions.org.uk).

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>).

30 April – distribution of appeal forms to those parents/carers who have requested one

31 May 2018 – deadline for submission of appeal forms to La Fontaine Academy.

Appeal forms received within the deadline (30 April 2018) will be heard by an Independent Appeals Panel during July 2018 (ie within 40 days of the deadline).

Appellants will receive at least 10 school days' notice of their appeal hearing date.

Appellants must submit their additional evidence and the admission authority to submit their evidence at least 10 school days prior to the hearing date.

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.