



**The Westwood Academy
Part of the Kenilworth Multi-Academy Trust**

**ADMISSIONS APPEALS TIMETABLE
2020-2021 ADMISSIONS**

All appeals for entry into Year 7 to 11 should be lodged with the school who will arrange an independent appeals panel, with further information available and submission details at:

The timetable for appeals is included below, together with some general information about the appeals process.

Appeals for Year 7 entry from September 2020

- National Secondary Offer Day – Monday 2 March 2020.
- Deadline by which appeals must be lodged in order to be classed as on time. On time appeals must be heard within 40 school days from the deadline - Monday 30th March 2020 (11.59pm)

Appeals lodged after this date will be heard within 40 school days of the deadline, where possible, or within 30 school days of the date the appeal is lodged.

Appeals lodged after 22 June 2020 may not be heard before the start of the new academic year in September 2020.

Appeals for Sixth Form places from September 2020

- Appeals for the Sixth Form will be heard by the school.
- Appeals must be lodged by Friday 11 September 2020 and will be heard within 30 school days, i.e. by Friday 23 October 2020. However, we would strongly advise you to consider lodging your appeals paperwork earlier than the deadline in order to ensure that your appeal is heard as quickly as possible.
- Please contact the school directly for information regarding individual sixth form arrangements.

Waiting Lists for Sixth Form

The school will keep a waiting list for students who still wish to attend The Westwood Academy, have met the entry requirements, but for whom there is no place due to oversubscription.

In Year Admissions (outside of the normal round of entry)

In-year (or casual) admission appeals must be heard within 30 school days of the appeal being lodged.

All Appeals

- Appeals lodged after the deadline of 30th March 2020, but before 8th June 2020, will be heard by the 17th July 2020, where possible.

Appeals process

- Your appeal will be acknowledged by letter and email within 5 school days of receipt. If you do not receive an acknowledgement within a week of lodging your appeal, contact the Westwood Academy on 024 7646 7779 as a matter of urgency.
- Notification of the details of appeal(s) will be sent out by letter and email at least 10 school days before the hearing.
- Confirmation of the hearing details and the papers relating to your appeal will be sent out to all parties at least 7 school days before the appeal.
- The Westwood Academy must receive any additional supporting documents at least 5 school days before the hearing. The appeals service will not accept additional information after this date. If you wish to submit further information after this deadline you must take 6 copies to the hearing and notify the Clerk as soon as possible when you arrive.
- Information not submitted in accordance with the above may not be considered at the appeal. The appeal panel will decide whether such material will be considered, taking into account its significance and the effect of a possible need to adjourn the hearing. Therefore, we strongly advise you to comply with this deadline.
- The Independent Appeals Panel's decision will be sent to you within 5 school days of the hearing, where possible.