

The Westwood Academy

Part of the Kenilworth Multi-Academy Trust

ADMISSIONS APPEALS TIMETABLE 2019-2020 ADMISSIONS

This is the first year of the new Kenilworth Multi Academy Trust (KMAT) and in the first instance please contact the Office of the Head Teacher at The Westwood Academy.

Appeals will be heard as part of an independent KMAT panel. All appeals for entry into Year 7 to 11 should initially be lodged with The Westwood Academy and will be dealt with as part of the Multi Academy Trust Admission appeals process.

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

Appeals for Year 7 entry from September 2019

- National Secondary Offer Day – Friday 1 March 2019.
- Deadline for lodging appeals – Friday 29 March 2019.
- Appeals received by 29 March 2019 must be heard by Monday 17 June 2019.
- Appeals received after 29 March 2019 will be heard by Monday 17 June 2019 where possible, or within 30 school days of the appeal being lodged.

Appeals for Sixth Form places from September 2019

- Appeals for the Sixth Form will be heard by the school.
- Appeals must be lodged by Friday 13 September 2019 and will be heard within 30 school, i.e. by Friday 4 October 2019. 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 any school which is part of the KMAT family, 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

- Where possible, all appeals received by 24 June 2019 will be heard before the start of the new term in September 2019. It may not be possible to hear appeals received after this date prior to the start of the new term in September 2019.
- Please note no appeals will be heard between 30 July 2019 and 16 September 2019.

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 school 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.
- KMAT 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.