

JFS ADMISSIONS APPEAL

Secondary Transfer

Offers will be made by your Local Authority on behalf of JFS through the co-ordinated admission scheme on the evening of Thursday 1 March 2018.

If your application for a place is not successful you have a right of appeal to an Independent Appeals Panel. Further information regarding this process will be included if you are unsuccessful in gaining a place at the second round of offers on Thursday 29 March 2018. Appeals will be dealt with as follows:

Your appeal together with any supporting paperwork must be submitted in writing to Mrs J Bransgrove, Clerk to the Admission Appeals Panel c/o JFS, The Mall, Kenton, Harrow, HA3 9TE by **Friday 18 May 2018**.

Appeals will be held during the week **commencing Monday 18 June 2018**.

Please note, appeals will not start being heard until after the relevant closing date has passed.

Appellants will be sent notification of their appeal hearing at least 10 clear school days in advance of the hearing. Appellants will be sent a copy of the school's case seven clear working days in advance of the hearing.

Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date.

Appellants must ensure additional information and evidence not included with their initial appeal should be received as soon as possible but no later than 5.00pm on the day preceding 4 clear working days prior to the appeal hearing date. Any additional evidence or information received after this date might not be considered at the appeal hearing

Sixth Form Appeals

Sixth form appeals will not be held before confirmation of examination results on which the offer of a place depends. They will be heard within 30 school days of the date of confirmation of the examination results.

Appeals will be dealt with as follows:

Your appeal together with any supporting paperwork must be submitted in writing to Mrs J Bransgrove, Clerk to the Admission Appeals Panel c/o JFS, The Mall, Kenton, Harrow, HA3 9TE by Friday 14 September 2018.

Appeals will be held week commencing 8 October 2018.

In Year Admissions

The Admissions Committee meets at regular intervals throughout the year to consider applications. If your application is unsuccessful you have a right to appeal.

You will be given at least 10 clear school days' notice of your appeal hearing. The appeal will be heard within 30 school days of being lodged.