Shenley Brook End Timetable Admission Appeals Year 7 – September 2022

If you named Shenley Brook End School as one of your preferences and were unsuccessful following National Offer Day on Tuesday 1 March, you have a right to appeal against this decision to an Independent Appeal Panel.

Should you wish to appeal against the decision not to offer your child a place at Shenley Brook End School, please email **admissions@sbeschool.org.uk,** providing the **name of the child, date of birth** and an **email address where the form to appeal can be sent.**

**Requests for appeal forms must be made by 4pm on Thursday 31st March 2022.**

All appeal forms, together with any supporting documents, should then be returned to admissions@sbeschool.co.uk.

The appeals timetable\* for Shenley Brook End School for students transferring to Year 7 in September 2022 is shown below. Both the Stage 1 hearing and Stage 2 individual hearings will be held virtually, with meeting invites issued by the Clerk to the Independent Appeal Panel nearer the time.

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| Tuesday 1st March | National Offer Day |
| Thursday 31st March | Deadline to request an appeal form. |
| Friday 13th May | Deadline to Lodge an appeal. This is the deadline by which the completed form to appeal must be received by the Clerk to the Independent Appeal Panel. |
| **First Round of Appeals**  Monday 6th June 2022 | **Stage 1 Appeal Hearing - Morning**  All appellants are invited to attend. |
|  | The stage 1 hearing is where the school will set out it’s reasons for the decision not to admit. This will be done in a single hearing open to all appellants and will provide the opportunity for appellants to ask questions of the school’s representative. |
| Monday 6th June 2022 | **Stage 2 Appeal Hearing**  **Individual Hearings – Afternoon** |
| Tuesday 7th June 2022  Wednesday 8th June 2022 | **Individual Hearings - All Day**  Precise days and times to be advised by the Clerk. |
| \*Please note: It may not be possible to include within this timetable any appeals that are lodged after the deadline. | Stage 2 hearings will be individual hearings for each appellant and will provide the opportunity for the appellants to put their case for admission to the panel. The school’s representative will attend each of the hearings. |
| Applications made after the deadline day; Thursday 31st March 2022, can be submitted to the second round of appeals. |  |
| **Friday 20th May 2022** | Deadline to lodge an appeal for the second round of appeals. |
| **Second Round of Appeals**  Monday 27th June 2022 | **Stage 1 Appeal Hearing - Morning**  All appellants are invited to attend. |
| Tuesday 28th June 2022  Wednesday 29th June 2022 | **Individual Hearings - All Day**  Precise days and times to be advised by the Clerk. |

For information, Shenley Brook End school is closed on the following dates:

Easter holidays – School closes at the end of Friday 8th April 2022 and re-opens on Monday 25th April 2022.

May half term – School closes at the end of Friday 27th May 2022 and re-opens on Monday 6th June 2022.

Appeals and applications are not processed during this time.