

Shenley Brook End Timetable - Admission Appeals Year 7 – September 2024

Following national offer day on Friday 1st March 2024, if you named Shenley Brook End School as one of your preferences and were unsuccessful 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@sbe5d.com**, 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 28th March 2024.

The appeals timetable for Shenley Brook End School for students transferring to Year 7 in September 2024 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.

Friday 1st March 2024	National Offer Day
Thursday 28th March 2024	Deadline to request an appeal form.
Friday 10th May 2024	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 Wednesday 5th June 2024	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.
Wednesday 5th June 2024	Stage 2 Appeal Hearing Individual Hearings – Afternoon
Thursday 6th June 2024 Friday 7th June 2024	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 28th March 2024, can be submitted to the second round of appeals.	
Friday 7th June 2024	Deadline to lodge an appeal for the second round of appeals.

Second Round of Appeals Tuesday 25th June 2024	Stage 1 Appeal Hearing - Morning All appellants are invited to attend. Stage 2 Appeal Hearing Individual Hearings – Afternoon
Wednesday 26th June 2024	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 Thursday 28th March 2024 and re-opens on Monday 15th April 2024.

Monday 6th May 2024– Bank Holiday

May half term – School closes at the end of Friday 24th May 2024 and re-opens on Monday 3rd June 2024.

Appeals and applications are not processed during these dates.