

# St. Joseph's Catholic College

## St Joseph's Catholic College Admission Appeal Timetable

### **Year groups 7-11**

#### Main Allocation

The national offer day is 1 March. If an application for a place is unsuccessful, then a parent or carer should lodge their appeal via the citizen's portal on the Swindon Borough council website. If you are a Swindon resident then the link for how to appeal will be included in the letter informing you that a place has not been allocated. If your application was on time, the appeal should be made by the 20<sup>th</sup> school day after the offer day. The deadline will be Tuesday 29 March 2022 for the year 7 starting September 2022. St Joseph's contract the Law and Democratic services team at Swindon Borough Council to organise the appeal hearing. This team will arrange for the appeal to be heard within 40 school days of the deadline for the appeal on St Joseph's behalf.

Parents or carers will be given at least 10 school days' notice of the appeal date. If the application was considered as a late application, the above process should be followed. The appeal should be lodged within 20 school days of the date of the decision letter. St Joseph's will endeavour that the appeal is heard within 30 school days of the appeal being lodged.

#### **In year applications**

If an application for a place is unsuccessful, Parents or carers should lodge their appeal via the citizen's portal on the Swindon Borough Council website. The appeal should be made by the 20<sup>th</sup> school day after the date of the letter informing you that a place has not been allocated.

St Joseph's will endeavour to arrange for the appeal to be heard within 30 school days of receipt of the lodged appeal if possible.

Parents or carers should provide any evidence they wish to submit in support of their appeal by at least 6 school days before the date of the appeal hearing. The school days detailed above can be calculated using the calendar available on the St Joseph's College website. <http://www.stjosephs.swindon.sch.uk> Parents and carers who do not live in Swindon can also access the citizen's portal to appeal. If you have any queries about the admissions appeal process, please contact the admissions officer at St Joseph's [mferris@stjosephscollege.net](mailto:mferris@stjosephscollege.net)



