

**APPEALING FOR A MID-YEAR PLACE
AT
BISHOP RAWSTORNE CHURCH OF ENGLAND ACADEMY**

As every year in the school is oversubscribed, the appeal's procedure would have to be followed, therefore we would ask that you:

- (i) In the first instance please contact the Admissions' Officer to explain the circumstances for you wishing to make an appeal.
- (ii) If you are in a position to make an appeal, the Admissions' Officer will forward a 'Mid-Year Admission Application Form', which would need to be completed by yourself and your child's current school and returned to us.
- (iii) Once the 'Mid-Year Admission Application Form' is received by us we would contact you to arrange, for both yourself and your child to have a tour of the school.
- (iv) Should you then decide to continue with the appeal we will issue the relevant forms for you to complete and return to us.
- (v) Once all the relevant paperwork is complete it will be forwarded to the Local Education Authority, who are responsible for setting-up an independent appeal hearing. It would also be the Local Education Authority who would notify you of the time/date/venue of hearing.

Please note, this is quite a lengthy procedure and there is no guarantee of a place being offered at the end.