



**PROCEDURE TO FOLLOW**

**WHEN APPLYING FOR MID-TERM 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:

1. Contact the school by telephone, in the first instance, to arrange a tour, to be attended by both the parent(s) and child concerned.
2. After the tour the necessary forms will be handed to you. Upon completion of the forms these must be returned to Bishop Rawstorne Church of England Academy.
3. Upon receipt of the forms, the child's current school will be contacted for information concerning their attendance and behaviour records.
4. Once all the necessary information and paperwork is received and completed by Bishop Rawstorne Church of England Academy, it is then sent to Lancashire Education Authority who arranges the date, time and venue of the independent appeal hearing – please note it is the Education Authority who will notify the appellant when the hearing will take place.