



In-Year Admissions Process at Colonel Frank Seely Academy

APPLICATION

1. The Parent/Carer makes an application to the Academy using its application form (this and all other documentation is available at
2. The Academy receives the application form and replies to the applicant within 15 school days with the Academy's decision by 1st class posted letter.
3. The Academy informs the Local Authority (Nottinghamshire County Council) of the application and the Academy's decision.

WAITING LIST

4. If the Parent/Carer wishes their child to be placed on the Waiting List, they can only do so once an application has been received by the Academy.
5. The Waiting List is operated and overseen by the Academy. Each applicant's position on this list is determined by the school's published over-subscription criteria, found in the Academy's Admissions Policy.
6. The Waiting List remains open until closing at the end of the academic year; to be added to the following year's Waiting List the Parent/Carer must make a new in-year application in that academic year.

APPEAL

- If the Academy declines to admit the applicant, the Parent/Carer has the right to appeal the Academy's decision by informing them within 20 school days of receiving the Academy's decision letter.
- The Academy then coordinates an appeal hearing, chaired by an independent panel, and attended by the applicant and a representative from the Academy. The Academy also creates a report for each appeal and shares this with all attendees prior to the hearing taking place. The independent panel's decision is final and cannot be appealed.

If you have any questions about applying for a place at Colonel Frank Seely Academy please contact reception