

Admission September 2018– Key Dates in the Application Process

Please read carefully, if you have any queries please contact the Admissions Officer.

| Date | Activity |
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| Thursday 21 st September 2017 | Prospective Parent Evening 5.30pm – 8.45pm - all welcome Headteacher talks at 5.45pm, 6.35pm, 7.25pm and 8.15pm |
| Friday 6 th October 2017 | Deadline for submitting the Supplementary Information Form (SIF) to the school if you wish your child to sit the sport or musical aptitude test |
| Saturday 14 th October 2017 | Musical Aptitude Test 9.00am – venue to be confirmed by email |
| Tuesday 17 th October 2017 | Sporting Aptitude Test at TBSHS – time to be confirmed by email |
| Tuesday 31 st October 2017 | Deadline for submission of applications to your Local Authority and deadline for submission of all (non-sport/music) Supplementary Information Forms (SIFs) |
| 4 th December 2017 | Last date for parents to notify the admissions team of their new address (and proof of residence) for it to be considered in the allocation process |
| Thursday 1 st March 2018 | National Allocation Day |
| Thursday 15 th March 2018 | Date by which offers should be accepted or rejected |
| Friday 29 th March 2018 @4.00pm | Deadline for submission of Appeals |

Boys who have been unsuccessful in gaining a place for admission to Year 7 can be placed on our Continued Interest List. Any places which become available are filled in accordance with our published oversubscription criteria for that admissions round.

Throughout the year, the Continuing Interest List may include people who have just moved into the area and want a place for their child. They will have the same status as others on the list and, depending on which of the criteria they match, may be offered a place first. The school will always consider applicants made under Hertfordshire's Fair Access Protocol and if agreed will be admitted above those on the school's CI List.

The Admissions Officer will contact you near the beginning of each school year to check that you wish to stay on the Continued Interest List. It is a parent's responsibility to respond by the date given otherwise your son will be removed from the list.

The Bishop's Stortford High School uses the HCC central clerking service for the administration of admission appeals. Parents can appeal against an admission decision, in accordance with the current legislation and the School Admission Appeals Code. Parents wishing to appeal who applied online should log on to their application and click on the link "register an appeal". For those who did not apply online, please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack.