



St Clare's Catholic Primary School

Timetable Admissions and Appeals Timetable 2025-2026

15th January 2025 – CLOSING DATE FOR APPLICATIONS.

Last day for receipt of the Common Application Form, either paper or online, to the Local Education Authority (Essex County Council). Your Supplementary Information Form, (SIF) Certificate of Practice from your Parish Priest (if applicable) and a copy of Birth and Baptism certificates must also be sent to St Clare's Catholic Primary School by this date. Applications received after this date will generally be treated as late.

16 April 2025 NATIONAL OFFER DATE.

Offer letter sent to all Essex resident applicants by the Local Authority. An email will also be sent to those who applied online confirming the outcome of their application.

If you DO NOT receive a letter by 23rd April 2025 then please contact the LA School Admissions on admissions@essex.gov.uk

21st May 2025 DEADLINE FOR LODGING AN APPEAL

The latest date for parents to lodge an appeal against a refusal of a place if you want the hearing to take place before the end of the summer term.

1st July 2025 APPEALS HEARINGS

Appeals for applications made within the normal admissions round will be held within 40 school days of the above deadline. Appeals for late applications will be heard where possible within 40 school days of the above deadline or within 30 school days of the appeal being lodged.

September 2025 onwards

Appeal hearings for any appeals not heard before the end of the summer term.

WAITING LISTS

Following that date the waiting list will be maintained by St Clare's Catholic Primary School. If you wish to be added to the waiting list, please contact the school office on 01255 425344