

ST JOHN PAYNE CATHOLIC SCHOOL

2025/2026

Timetable for Admissions and Appeals for Children Starting Secondary School in September 2025

31st October 2024

Closing date for applications.

This is the last day for receipt by the Local Authority (Essex County Council) of the Common Application Form, either paper or online. ***Applications received after this date will normally be treated as late applications. You cannot apply online after this date.***

Your Supplementary Information Form (SIF) and Supporting documents (if applicable) must also be provided by this date and submitted online via the school website to St John Payne Catholic School.

3rd March 2025

National Offer Day

Offer email/letters are sent to all Essex residents by the Local Authority advising parents of the outcome of their application.

If you do NOT receive an email/letter by 10th March 2025 you should contact the LA School Admissions Team on 0345 603 2200.

25th April 2025

Deadline for Lodging an Appeal

Deadline by when appeals against a refusal of a place should be lodged if you want it to be heard before the end of the summer term.

An appeal form is available to download from the school website and must be returned directly to St John Payne Catholic School.

Appeal Hearings held at St John Payne Catholic School

16th 17th & 18th June 2025

Appeals heard for those lodged by the deadline above and where possible for late appeals.

(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 List

The waiting list for St John Payne Catholic School is maintained by the Local Authority until 31 August 2025. Following that date the waiting list will be maintained by St John Payne Catholic School.