



Woodkirk Academy

ADMISSION APPEAL FORM

Please read these notes before filling in this form

You should fill in this form if you want to appeal against the decision not to offer your child a place at Woodkirk Academy. Please return it within 14 days. We will send you more details about the appeal hearing once we have arranged a date.

We will acknowledge we have received your form within seven working days. If you do not receive an acknowledgement, please phone 0113 3368148 to check we have received it.

Please post your form to: Appeal Panel Administrator
Woodkirk Academy, Rein Road, Tingley, Wakefield WF3 1JQ.

Please mark your envelope 'ADMISSION APPEAL' and include any documents that support your appeal.

Please complete this form in CAPITAL LETTERS and black ink.

If your child has a Statement of Special Educational Needs, you cannot appeal through this process. You should contact the Leeds City Council Admissions and Appeals team on 0113 222 4414.

Section 1 – Your Child

First name:	Last name:	Date of birth:	Boy <input type="checkbox"/>	Year group
			Girl <input type="checkbox"/>	

Your child's address and postcode:
How long has your child lived at this address?

Section 2 – Additional Information

Is your child looked after by the Local Authority?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

Section 3 – School Information

The school/academy your child currently goes to:	The school/academy your child has been offered a place at:
--	--

Section 4 (optional) – this section is for monitoring purposes only. Please tick the ethnic origin of your child

White British		White/Black African		Black Caribbean		Chinese	
White Irish		White/Black Caribbean		Black African		Other Asian	
White European		White/Asian		Bangladeshi		Traveller – Gypsy	
White Other				Pakistani		Romas	
				Indian			

Section 5 – Reason for your appeal

Please provide the reason why you are appealing. If your appeal is based on a change of residence or medical needs, please take into account the following:

Change of residence – if your appeal is based on a change of residence please give details. Please note that this can only be considered if firm documentary evidence of the move (for example, exchange of contracts) is supplied. **An appeal hearing cannot be arranged until this evidence has been provided.**

Medical needs must be supported by a doctor's certificate at least indicating how the medical condition relates to your preference. Any special factors must be made known. **Please note Woodkirk Academy will not follow up requests to contact Doctors for their comments. It is the responsibility of the appellant to ensure that any supporting documentation is available for the Appeal Panel to consider.**

Please continue on additional sheets if necessary

Section 6 – Declaration

Name of person completing this form	
Your title (Mr / Mrs / Miss / Ms) Your name:	If you will need an interpreter at the appeal hearing, please tell us what language:
Your address and postcode:	
Telephone number:	Email:
Your relationship to the child Mother / Father / Carer / Other (please specify)	
<p>Data Protection Act 1998</p> <p>Under the Data Protection Act 1998, we must tell you about the following. By signing this form you are giving us permission to use the information you give us to deal with your appeal against the decision not to offer your child a place at Woodkirk Academy. We may also use the information you provide for monitoring and research purposes.</p> <p>Declaration</p> <p>I give you permission to use the information I have given on this form. I understand you will use it within Woodkirk Academy and the local authority and that you will meet your responsibilities under the Data Protection Act 1988.</p> <p>I declare that all information I have given is correct. In the event of a successful appeal I understand that false/fraudulent information will result in my child losing their place at Woodkirk Academy.</p> <p>I have checked that all those with parental responsibility are in agreement with the information presented on this form.</p> <p>Signed Date</p>	

FOR COMPLETION BY WOODKIRK ACADEMY

Appeal received	Appeal acknowledged	Reference number	Year group	Interpreter/Language