



School Admission Appeal Form

Section 1: Your Appeal

For which Year Group has your child been refused a place?	
On what date did you apply for a school place? (the date you inserted on your original application form)	
What is the date on the refusal decision letter issued to you by the Admissions Authority?	

For School Office use Only:	Insert the date on which the admission application to which this appeal relates was received at the School Office	
	Insert the date on which this Appeal Form was received at the School Office	

Section 2: Your Child's details (the child who is the subject of this appeal)

Last Name	First Name	Middle name (optional)

Date of Birth: Day/Month/Year	
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Registered Nationality	
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Is your child <u>currently</u> on the roll of a UK school?	Yes	No
If 'Yes' please provide the name of the school		
When did he/she last attend school?	Month/Year:	

Is your child currently A 'Looked After Child' or has he/she recently been in the care of a local authority?	Yes	No
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Does your child have an Education Health and Care Plan issued by a Local Authority?	Yes	No
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Does your child have a sibling currently attending the school for which you are appealing? The definition of 'sibling' is set out in the published School Admission Arrangements	Yes	No
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If 'Yes' you may choose to outline the sibling connection as part of your statement in Section 4

Please enter the address at which your child lives for more than 2.5 school days per week			
How long has he/she lived at this address?	Years:	Months:	Weeks:

Are there currently any shared residency arrangements?	Yes	No
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Section 3: Your details (the person submitting this appeal)

Last Name	First name	Title

Your relationship to this child Please circle or tick	Parent	Guardian/Carer	Other
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Do you live at the same address as the child you are appealing on behalf of?	Yes	No
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If 'No' then please provide your full address for communication purposes

Land line telephone number	Mobile	Email address
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Section 4: Your appeal against the decision to refuse admission

Is your intention to be present in person at your appeal hearing? A hearing will be scheduled to take place within <u>30 school days</u> of receipt of this appeal form.	Yes	No
Are you prepared to waive your right to receive a minimum of ten school-days notification of your appeal hearing? It may then be possible to reduce the time that you wait for an appeal hearing to be arranged	Yes	No
Do you have any specific requirements relating to the venue, such as wheelchair access, use of staircase/lift, hearing loop etc? If so, please explain below:		
If you intend that another person represents you or accompanies you to the hearing, please provide his/her name and status		
Name	Status	

<p>Please explain why you are appealing against the decision to refuse your child a place at the school. You, or your representative(s) will have the opportunity to present your case at the appeal hearing and to expand on the information you set out below. <u>Please note:</u> If your child has been refused admission because the statutory Infant Class Size limit would be unlawfully breached, the grounds on which an appeal panel may uphold an appeal are limited. You are advised to refer to Section 4 of the 2012 School Admission Appeals Code when preparing your case for appeal.</p>

Continue with your statement:

Section 5: Declaration and Signature

In signing this declaration, you confirm that:

The information that I have provided on this appeal form is honest and not intended to mislead in any way

The information provided on this Appeal Form may be shared by the Admission Authority for, the purpose of responding to any points I have set out and for the preparation of my appeal hearing, subject to the Data Protection Act 1988.

- (a) I am entitled to make this appeal as I am the legal parent/guardian for the child concerned
- (b) I have the appropriate consent from the legally responsible party to make this appeal on their behalf

Signature of Appellant:	Date
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Important information relating to the Appeal Process

Please read this information carefully before completing an appeal form:

The Admission Authority is responsible for arranging all appeal hearings relating to decisions to refuse admission to the school. This Appeal Form has been designed to gather the information necessary to ensure that your circumstances are clearly understood and that an appeal hearing can be efficiently and effectively scheduled within the statutory timeframe. Complete the Appeal Form in full and ensure that you date and sign the declaration before submitting to the School Office. A separate Appeal Form must be submitted for each child.

Your decision to appeal will not affect any place that your child holds at a current school, or any place that has been provisionally or otherwise offered for your child.

School Admission Appeals are subject to the requirements of the 2012 School Admission Appeals Code, issued by the Department for Education. A copy can be viewed or downloaded at www.education.gov.uk

You are advised to also refer to in the Admission Authority's published Admission Arrangements which can be downloaded from the school website (or a hard copy made available from the School Office) and the Appeals Timetable which is also published on the school website.

Your completed Appeal Form may be sent to the School Office by letter post or email attachment. However, please note that the security and safe delivery of information submitted by email is the responsibility of the appellant, subject to the requirements of the General Data Protection Regulations (2018). If you have any concern about the safety and security of your child's details, or your own, it is advisable to post your Appeal Form by recorded delivery service or to deliver by hand and obtain a receipt.

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