

Notice of School Appeal Form

For Reception, Year 1 and Year 2

Childs Full Name	
Date of Birth	
School you are appealing for a place at	

Term you would like your child to start	
Your name as the appellant (parents/carers)	
Address for correspondence to be sent to (including post code)	
Your Telephone contact numbers	
Your E mail address	
Current Nursery or Primary School	
Has your child been offered a place at any school?	
Have you accepted the school place offered?	
Does your child have siblings?	
Where do the siblings attend school (name of school/s)	

I/We will be attending the appeal to put forward our case in person. (written reasons for the appeal still required)	Yes		No	
I/We are submitting this form but will not attend the appeal and make our case in person.	Yes		No	
I/We have asked a representative to present the case on my/our behalf. If yes please fill in details below	Yes		No	
I/We are agreeable to receiving less than 10 school days' notice of the date of the appeal hearing (may be possible on occasions).	Yes		No	
Will you require the services of an interpreter at this appeal? If yes, in which language?	Yes		No	

Name, address and status of your representative (if applicable)	
Are there any special requirements you or your representative have which we need to be aware of?	

If you confirm that you will be attending the meeting of the Appeal Panel but then, having failed to give a reasonable explanation do not, the Appeal Panel will proceed in your absence and make their decision on the basis of your written case.

Key Questions and your comments for the appeal panel to consider – infant class size appeals

Do you consider that the admission of an additional child would not breach the infant class size limit please let us know how, and submit any evidence you may have (please use additional paper if required).	
Do you consider that the admission arrangements (including the area's co-ordinated admission arrangements) do not comply with the mandatory requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998 let us know how and submit any evidence you may have (please use additional paper if required).	
Do you consider that the admission arrangements were not correctly and impartially applied in your child's case please let us know how and submit any evidence you may have (please use additional paper if required).	
If you consider that the decision to refuse to admit your child was not one which a reasonable admission authority would have made in the circumstances of the case please let us know how and submit any evidence you may have (please use additional paper if required).	

Reason for your appeal

In addition to the information you have given on this form please provide us with your reasons for appeal below, please use additional paper if required and provide any evidence to support your case:

All information shared on this form and in the appeal hearing are confidential and will not be shared outside the process.

Submission

I confirm that the information I have given on this form is true, correct and I am aware that information provided on this form, the information to process my application form and any correspondence with the admissions team, will be used in order to process my appeal.

Signed:		Name:	
Relationship		Date:	

<p>Once completed send with any additional paperwork to;</p> <p>The School Admissions Team, Department for People, Southend on Sea City Council, Civic Centre, Victoria Avenue, Southend on Sea, SS2 6ER.</p> <p>It can also be emailed to; admissions@southend.gov.uk</p> <p>Further information on appeals is available on our website: www.southend.gov.uk/admissions (select appeals)</p>	<p>General Data Protection Regulation (GDPR) – We are committed to protecting your privacy when you use our services. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. Southend-on-Sea Borough Council are the data controller for the information we have about you, this means we control how your personal information is processed and for what purposes. The School Admissions Privacy Notice, available in full on the council website explains how we use information about you and how we protect your privacy. We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact the Data Protection Officer at Dataprotection@southend.gov.uk or by calling 01702 215000.</p>
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