Children and Education

School Admission Appeal

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| *Office use only:* |
|  | Infant class size |  | Mid-year appeal |  | Year 7 September |  | Reception September |

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| --- | --- | --- | --- |
| Child’s Surname | Child’s Forename(s) | Date of Birth |  |
|  |  |  |  |  | M/F |  |

|  |  |  |
| --- | --- | --- |
| **School appealing for:** | A |  |
|  | B |  |
|  | C |  |
| *(NB: You are only permitted to appeal for Sandwell schools you have applied for and subsequently been refused. If you wish to appeal for non-Sandwell schools, please contact the responsible local authority. To appeal for Christ Church CE Primary School, St Matthew’s CE Primary School, Sandwell Academy or Stuart Bathurst Catholic High School, please contact them directly.)* |

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| --- | --- |
| Current or previous school:  |  |
| School offered: |  |

|  |  |
| --- | --- |
| Parent’s/carer’s full name:  |  |
| Phone No: |  | Email: |  |

|  |  |
| --- | --- |
| Does your child have a brother or sister at any of the schools that you are appealing for? Y/N |  |

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| **If yes, please give details:** |
| Child’s name: |  | Date of Birth |  |  |  |
| Child’s school: |  |

|  |  |
| --- | --- |
| **Current address**: *(please provide proof of your new address, i.e. tenancy agreement, council tax)* | **Previous address** *(at date of application if applicable)* |
|  | Date of move: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Will you be attending the appeal hearing? | Yes |  | No |  |
| Did you intend to supply additional documentary evidence?*(any extra documentation should be sent in* ***at least five days*** *prior to you hearing)* | Yes |  | No |  |
|  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Family/friend will be interpreting for me. | Yes |  | No |  | Interpreter required? | Yes |  | No |  |
| If yes, what language? |  |

**Data Protection Notice**

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| To understand more about why we collect your information, what we do with your information, how you can access your information, your personal information rights, how and to whom to raise a complaint about your information, please visit our privacy notice page at: <http://www.sandwell.gov.uk/privacynotices> |

**Note:** The law restricts the grounds on which Appeals Panels **may allow for Reception, Year 1 and Year 2 where the class size limit is 30**. To succeed in these appeals, appellants must prove as part of their appeal grounds that:

1. the admissions authority made a mistake and if that mistake had not been made the child would have been offered a place, or
2. that the admissions authority did not correctly follow the admissions arrangements set out in the School Admissions Code and if the arrangements had been correctly followed, the child would have been offered a place, or
3. that the admissions authority acted unreasonably in not offering the child a place considering information provided with the application.

**Please provide your grounds or reasons for appealing in the section below**

The information that you supply here will be passed to the independent appeals panel. It is therefore important that you explain your reasons for appealing as fully as possible. **Please continue on a separate sheet if necessary**, you may also include supporting statements from third parties. Please note that it is your responsibility to obtain any additional documents, as neither the Panel nor the Admissions team can make enquiries on your behalf). Additional information **must be submitted** **five days before** the hearing. **Please note appeals will not be processed unless reasons for your appeal have been supplied below.**

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The information I have given is correct to the best of my knowledge. I may be committing fraud, if I submit false information or misrepresent the evidence that I ask the panel to consider, which could result in legal proceedings being brought against me, and my child’s place at a school being withdrawn.

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| --- | --- | --- | --- |
| **Signed** |  | **Date:** |  |

If you are completing this form electronically, please write your full name in BLOCK CAPITALS in the above box.

**Please return this form to:**

**The Admissions Service, Sandwell Council House, PO Box 16230, Freeth Street, Oldbury B69 9EX**