

NOTICE OF APPEAL

Chair of Governors
St Patrick's Primary School Dipton
DH9 9BB

Notice of Appeal Against Refusal of a School Place in (year group) class for the academic Year (academic year).

I wish to appeal against the decision of the governing body not to allocate my son/daughter*
_____ (name of child) a place at _____ (school name).

Male/female*

Date of birth of child: _____

I wish my son/daughter* to be allocated a place at the above School. My reasons for this preference are as follows:

(You may continue on the reverse of this sheet or on a separate sheet if necessary)

My child is currently attending _____ School.

Details of other children in the family:

Forename (s)	Surname	DOB	School Attending

Please delete as appropriate: * Delete as appropriate

- a) I wish to put my case to the appeal panel myself (or with my spouse/partner) YES/ NO
- b) I wish to put my case to the appeal panel myself and would like to be accompanied by a friend (other than my spouse/partner) YES/ NO
- c) I wish my representative to put my case to the appeal panel. (This may be a solicitor or another person of your choosing) YES/ NO
- d) I will require a translator to be present at the appeal hearing. (Please specify which language _____) YES/ NO

If you appoint a representative you will be responsible for any costs incurred.

It is strongly recommended that you attend. If for some reason you are unable to do so, the appeal panel can decide your appeal in your absence on the basis of any written information you may have submitted beforehand. It is therefore important to you to give as much information as possible when completing this form.

The name of my representative is (surname in block capitals first):-

(Surname) (Forenames or initials, if known)

His/her address is:-

Postcode: _____

Daytime Telephone Number: (_____) _____

Details of parent/guardian

I am the child's parent/guardian*

Name: (Mr/Mrs/Ms/Miss*)

Address: _____

Postcode: _____

Telephone No: (_____) _____

Signed: _____ Date: _____

IMPORTANT:

Please read accompanying notes.

If you wish to submit any evidence in support of your appeal e.g. medical, educational etc., it is your responsibility to ensure that such evidence is attached to the appeal form or is submitted in time for inclusion in the appeal documentation (approximately 10 days prior to the appeal hearing). If the evidence is not submitted, the panel will make a decision in the absence of the evidence.