

## 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 Trust Use Only:	Insert the date on which the admission application to which this appeal relates was received	
	Insert the date on which this Appeal Form was received	

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

Legal Surname	First Name	Middle Name(s)

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 <u>currently</u> a 'Looked After Child'? A child in the care of a Local Authority?	Yes	No
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Does your child have a Statement of Special Educational Needs or Education Health and Care Plan issued by a Local Authority?	Yes	No
Does your child have any siblings <u>currently</u> attending this school? A sibling definition applies which is set out in the published Admissions Arrangements	Yes	No
If 'Yes' you may choose to provide sibling details as part of your response in Section 4		

Please enter the address at which your child lives for the majority of his/her time

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How long has he/she lived at this address?		Months:	Weeks:
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Are there currently any shared residency arrangements?	Yes	No
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**Section 3: Your Details** (the person submitting this appeal)

Surname	Forename	Mr/Mrs/Miss/Ms/Other

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


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Landline Telephone Number	Mobile	Email Address

**Section 4: Your appeal against the decision to refuse admission**

<p>Is your intention to be present in person at your appeal hearing? A hearing will be scheduled to take place within <u>30 or 40 school days</u> of receipt of this appeal form.</p>	Yes	No
<p>If you intend that another person represents you or accompanies you to the hearing, please provide their name(s) and status</p>		
Name	Status	

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.



## 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/Carer of 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:



## Important Information Relating to the Appeal Process

### Please read this information carefully before completing an appeal form:

School Admission Appeals are subject to the requirements of the School Admission Appeals Code, issued by the Department of Education. A copy can be viewed or downloaded at [www.education.gov.uk](http://www.education.gov.uk)

Bridge Learning Campus, Filton Avenue Primary School, Orchard School Bristol and Parson Street Primary Schools are academies and Trust in Learning (Academies) is the Admissions Authority responsible for arranging appeal hearings that arise in connection with decisions to refuse admission to any of its schools.

Arrangements for admission appeals in connection with the above schools are set out in the published Admissions Arrangements which can be downloaded from either the Trust in Learning (Academies) website or any of the above named schools' websites or a hard copy can be obtained from any of the school offices.

The Appeal form has been designed to gather the information necessary to ensure that your circumstances are clear and that an appeal hearing can be efficiently and effectively scheduled within the statutory timeframe (within 30 or 40 school days of receipt of the appeal form, depending on the circumstances of the original application).

The completed Appeal Form may be hand-delivered to the relevant school office or sent by post or email attachment. Safe delivery and the security of the information provided on the appeal form during transit, is the responsibility of the appellant. It is advisable to post by Special Delivery service and to obtain a receipt if hand delivered.

- Complete this Appeal Form in full and ensure that you date and sign the declaration before submitting
- A separate Appeal Form must be submitted for each child
- If you decide to appeal, this will not affect any school place your child currently holds or that has been provisionally or otherwise offered for your child
- Your appeal will be administered and clerked independently of the Admission Authority. The appeal clerk will contact you regarding a proposed date and time for your appeal hearing as soon as possible after receipt of your completed appeal form. Please ensure that your contact details are entered correctly for this purpose
- Approximately 10 calendar days before your scheduled hearing you will receive a written statement from the Admissions Authority setting out the reasons why a place cannot be made available at the school for your child
- Additional information may be provided to the clerk or appointed appeal administrator, up to two calendar days before your appeal hearing. No new information may be presented at the hearing, although the Appeal Panel may consider this in exceptional circumstances