

Notice of School Appeal Form
 For school years 7 – 11 General form
 School Admissions Team



General form - Secondary schools in the borough of Southend. Please only use this form if you are not able to find or follow the appeal process for the school you are appealing to. All secondary schools in Southend have information on their websites.

Child's Full Name	
Date of Birth	
School you are appealing for a place at	
Current home address	
Current primary school	

Your name as the appellant (parents/carers)				
Address for correspondence to be sent to (including post code) if different from the child				
Your Telephone contact numbers				
Your E mail address				
Relationship to child? (i.e. Mother/father/carer)				
Do you require the services of an interpreter	Yes		No	
If Yes, what language				
Do you require the services of a sign interpreter?	Yes		No	
Are you blind or partially sighted?	Yes		No	
Do you have disabilities that would require assistance at the hearing	Yes		No	
IF yes, please provide details				

Has your child been offered a place at any school?	
Have you accepted the school place offered?	

If you have not accepted the school that is offered, what are your plans for secondary school?	
Does your child have siblings? What year group are the siblings?	
Where do the siblings attend school (name of school/s)	

Will you be attending the appeal? (written reasons for the appeal still required)	Yes		No	
Are you submitting this form but will not attend the appeal and make our case in person?	Yes		No	
Are you happy to receive less than 10 school days' notice if needed?	Yes		No	
I require the services of an interpreter at this appeal? if yes, in which language?	Yes		No	
I prefer, if possible, my appeal to be heard	In person		Online	

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.

It is preferred that parents present appeals for their children, however in some cases a representative might be required.

I have asked a representative to present the case on my behalf? If Yes please fill in details below	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?				

Key Questions and your comments for the appeal panel to consider

Do you think that the school's admission policy is unlawful? If Yes, please let us know how and submit any evidence you may have (please use additional paper if required).	
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<p>Do you think that the school's policy was applied fairly to your child's application?</p> <p>If No, please let us know how and submit any evidence you may have (please use additional paper if required).</p>	
<p>Do you think your child being refused a place at this school was reasonable?</p> <p>If No, please let us know how and submit any evidence you may have (please use additional paper if required).</p>	

[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.

In order to ensure that the Appeal Panel is totally independent, please detail below any schools that you have any connection with:

School	Reason for Connection

The Admission Appeals booklet confirms that the clerk to the Appeal Panel must provide you with details of the date and arrangements for the hearing no later than 10 school days before the hearing. If, however, a hearing date becomes available at shorter notice it may not be possible to give parents the full amount of notice. In this situation, would you be willing to accept less than 10 school days' notice?

Yes No

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 (please print) :	
Relationship to Child:		Date:	

NOTES:

Primary and Junior schools do not support individual appeals to ensure fairness to all appellants. Letters of support from the previous school are not required.

If your appeal is unsuccessful you may not appeal for the same school within the same academic year unless there has been a significant and material change in either your circumstances or the circumstances of the school and your application has still been refused.

The acceptance of a place at an alternative school does not affect your right of appeal.

APPEALS AGAINST THE DECISION OF THE PANEL

Complaints about maladministration on the part of an appeal panel for an Academy, or that an Academy Trust has failed to comply with the Appeals Code in setting up a panel, are investigated by the agency appointed to investigate complaints about Academies on behalf of the Secretary of State. At the date of publication of the current code this is the Education Skills & Funding Agency.

Appellants considering making a complaint can find further information as well as an online complaint form via the following link:

<https://www.gov.uk/government/publications/academy-independent-admission-appeal-panel-complaints>