



OFFICE USE ONLY

Date Appeal Form

Received:

Date Appeal Form sent to

LA:

School Admission Appeal Form

Section 1: Your Appeal

| | |
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| 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 letter issued to you by the Admissions Authority? | |

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

| | |
|--------------------|--|
| Full Name of Pupil | |
| Date of Birth | |

| | |
|--|-------------------------------|
| Name of School you are appealing for | Coombe Bissett Primary School |
| Year Group you are appealing for: | |
| Date on which place is required: | |
| The School/Nursery your child currently attends (where applicable) and date of last attendance | |
| The alternative school offered: | |

| | | |
|---|-----|----|
| Does your child have an Education Health and Care Plan Statement issued by a Local Authority? | Yes | No |
| Is your child currently a "Looked After Child"? A child in the care of Local Authority? | Yes | No |
| Does your child have any siblings currently attending this school? | Yes | No |
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| Please enter the address at which your child lives for the majority of his/her time |
| |
| How long has he/she lived at this address? |
| |

Section 3: Your details (the person submitting this appeal)

| | |
|--|---|
| Name of Parent(s)/Guardian(s): | |
| Address: | |
| Contact Telephone Number(s): | |
| Contact Email address: Please note all correspondence is conducted by email | |
| Your relationship to this child | Parent / Carer / Other (please delete as necessary) |

| | |
|--|--|
| We hear appeals in our 3 main council buildings, please indicate which one you are willing to travel to: (Not relevant during Coronavirus as all appeals held remotely) | Trowbridge (County Hall) Chippenham (Monkton Park) Salisbury (Bourne Hill or The TEN Centre) |
|--|--|

Section 4: Your appeal against the decision to refuse admission

| | | |
|---|------------|-----------|
| Please tell us about any special requirements you may have (e.g. an interpreter, large print, BSL interpreter, wheelchair access) | | |
| Are there any dates the appeal hearing should avoid? <small>Note – we cannot guarantee that we will not schedule the appeal on dates provided but do try to accommodate requests where possible</small> | | |
| Are you intending to attend the appeal hearing (we have 40 school days to hear your appeals from the deadline of lodging appeals) | Yes | No |

| | | |
|--|-----|----|
| Will you be accompanied at the appeal hearing? If yes, please provide the name and role of the person attending | | |
| If you do not wish to attend the appeal hearing, do we have your permission to hear the appeal in your absence, based on the written evidence you have provided? | | |
| Do you require 14 calendar days' notice of your appeal hearing | Yes | No |

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| <p>Please explain why you are appealing against the decision to refuse your child a place at the school. You or your representatives will have the opportunity to present your case at the appeal hearing and to expand on the information you set out below. Please note that: The requirements of the statutory Infant Class Size appeal procedure may restrict the information that an appeal panel can take into account when reaching a decision</p> |
| <div style="border: 1px solid black; height: 450px; width: 100%;"></div> |

Continue with your statement:

Section 5: Declaration and Signature

I hereby confirm that I am the parent/carer of this child and/or have the parent/carer's permission to complete this appeal form.

Signed:

Date:

Wiltshire Council has a duty to protect personal information belonging to the public. The council is a data controller, registered with the Information Commissioner's Office to process personal data. Wiltshire Council processes all personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

- 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.

Important information relating to the completion of the Appeal Form

Please read the following information carefully before completing the Appeal Form:

School Admission Appeals are subject to the requirements of the 2012 School Admission Appeals Code, issued by the Department for Education. A copy can be viewed or downloaded at www.education.gov.uk

The Governing Body is the Admissions Authority and so responsible for arranging appeal hearings that arise in connection with decisions to refuse admission to the school.

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.

The completed Appeal Form may be hand-delivered to the school Reception Office, or sent to the school 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 a special delivery service or to obtain a receipt if hand delivered.

Please note: The Law requires that Infant classes have no more than 30 pupils to one qualified teacher. If your child has been refused because the admission of a further child would breach this statutory Infant Class Size limit, you should bear in mind that the powers of an appeal panel to uphold an appeal in these circumstances are limited. You are strongly advised to refer to Section 4 of the School Admission Appeals Code and research Infant class Size appeal procedure. You should assess your circumstances and take this into consideration before continuing with your appeal.

- Complete this Appeal Form in full and ensure that you date and sign the declaration before submitting to the School Office
- A separate Appeal Form must be submitted for each child
- Your appeal will not affect any school place your child currently holds or that has been offered for this 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 school days before your scheduled hearing you will receive a written statement from the governors 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 up to three calendar days before your appeal hearing. No new information may be presented at the hearing, unless the Chair of the Appeal Panel permits this in exceptional circumstances