

SCHOOL APPEAL FORM

PLEASE USE BLACK INK OR TYPE TO COMPLETE THIS FORM

You should submit your appeal within 20 school days from the date of notification that your application for a school place was unsuccessful.

Please read this form carefully and the guidance which accompanies it.

All parts of this form must be completed. Incomplete forms will be returned to you and this will delay the date of your appeal.

Please return your form to Mrs Andrea Todd, Democratic Services, County Hall, Morpeth NE61 2EF. (Appeal forms for Academies and Trust Schools should be returned as indicated on the refusal letter.)

1. I am appealing against the decision to refuse my application for
_____ (school name)

2. Name of present school or last school attended (include address)

Leaving date _____

3. The **child's** full name is (please use capital letters)

Date of Birth _____ Male / Female

4. Parent/Carer details (please use capital letters):
(Mr/Mrs/Ms) _____ Full Name: _____
Address: _____

Are you the child's parent or carer? _____

If you are the carer of the child and not the parent please provide evidence of guardianship.

Home address (if different to child's usual residence)

Contact Details:

Daytime Telephone No: _____ Mobile _____

Email address _____

5. The **exact** date you wish the child to be admitted to the chosen school is

6. (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. YES/NO
- (c) I wish my representative to put my case to the Appeal Panel. (This may be a solicitor or another person you choose.) YES/NO
- (d) I am unable to attend the appeal (please tick)

Bearing in mind the importance of maintaining an informal atmosphere, legal representation will not usually be necessary, although parents are free to have such representation if they wish.

Please note that if you do appoint a representative or seek independent advice you will be responsible for any costs involved.

7. The name of my representative is (please use capital letters)

Full Name: _____

Nature of representation: _____

Representative's address _____

Daytime Telephone No: _____ Email: _____

You will have had a letter explaining the reasons why the local authority/the relevant admission authority for the school, has been unable to offer your child a place at your preferred school; you now need to give your reasons and explain why you think the Appeal Panel should agree to him/her being allocated a place in your preferred school. With this in mind, you should give your reasons in the space provided at **Section 8**, below, or in a letter sent in with this form.

If you wish to send in any documents in support of your case, please do so and if you would like to have them returned to you please let us know and we will take copies and return the originals either immediately or after the Appeal hearing.

It is the parent's responsibility to submit any professionally involved third party evidence, such as a doctor or a social worker as we cannot access this information on your behalf.

IT IS STRONGLY RECOMMENDED THAT YOU ATTEND however, if for some reason you are unable to do so, the Appeal Panel can decide the appeal in your absence on the basis of any written information you may have sent beforehand. It is therefore important to you to give as much information as possible when completing this form.

Declaration

I have read the information contained in the guidance which accompanies this form (also available on Northumberland County Council's website) before completing this appeal form. **We are unable to process this form unless this box is ticked:**

I certify that the information which I have given is correct. I also give permission for you to contact any relevant agencies to confirm that the information specified on this form is correct. I consent to Northumberland County Council or the relevant admission authority for the school, processing the information detailed in this form. I understand that this will be used by the council/the relevant admission authority for the school, for administration purposes and my consent is based upon Northumberland County Council/the relevant admission authority for the school, complying with the Data Protection Act 1998.

Name: _____ Signature: _____

Date: _____

Data Protection Act 1998

Under the terms of the Data Protection Act 1998 we must tell you of the following:

By signing this form you are giving your consent for Northumberland County Council/the relevant admission authority for the school, to use your data. The data that you provide is collected for the purposes of the admissions process. In addition, some of the information may also be used to improve other services within the Council and other related Government agencies. It may be (a) cross referenced against information held by the Council/the relevant admission authority for the school, to validate your application (b) used for any other purpose associated with the Council/the relevant admission authority for the school, discharging its functions and may be shared with other public bodies or (c) used to detect fraudulent applications and detect incorrect offers of school places. This form may be shown to an appeal panel if it is necessary to hold an appeal. The Council/the relevant admission authority for the school, may also use the information you provide for monitoring and statistical research purposes, although you will not be identifiable from this.

Section 8

Statement of case

How do I make my case to the Appeal Panel?

Members of the Appeal Panel will receive a copy of your appeal along with copies of anything you send to support your case. In this way the Appeal Panel will know why you are appealing.

In considering this section, you ought to bear in mind the following points.

- The Appeal Panel will know nothing about your particular circumstances. It is up to you to put forward all your points now, even though you may have covered them previously on application. It is important that you should include all your reasons for appeal in your written statement.
- If you enclose original documents with this appeal notice and you would like them back, please tick this box and the documents will be copied and returned to you.

In the case of a number of appeals for the same school and year group the Appeal Panel may decide not to allow all the appellants a place in a school. In this case the Appeal Panel will have to make some difficult choices between individual children. You should therefore cover, in your response to this section, any points that you feel will convince the Appeal Panel to allow your appeal. It is for you to help the Appeal Panel to know about the factors which might make your case special.

If you are applying for a Reception, Y1 or Y2 class please be aware that infant class size legislation applies to these age groups. Which means that appeal panels can only uphold appeals in very limited circumstances and so most appeals for children of this age are unsuccessful.

Infant Class Size Legislation

Section 1 of the School Standards and Framework Act 1998 limits the size of an infant class (i.e. a class in which the majority of children will reach the age of 5, 6 or 7 during the school year) to 30 pupils with a single school teacher.

Where a child has been refused admission to a school on infant class size prejudice grounds, an appeal panel must consider the following matters:

- a) whether the admission of an additional child/children would breach the infant class size limit;
- b) whether the admission arrangements (including the coordinated admission arrangements) complied with the mandatory requirements of the School Admissions Code and Part 3 of the School Standards and Framework Act 1998;
- c) whether the admission arrangements had been correctly and impartially applied in the case in question; and
- d) whether the decision to refuse admission was one which a reasonable admission authority would have made in the circumstances of the case.

Please write your statement below
(Continue on another sheet if you need to do so.)