

**NOTICE OF APPEAL FORM**

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Please read **A Guide to Education Admission Appeals** before completing this form. Complete a separate form for each school you are appealing for.

**Please print in capital letters**

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**Details of the School You Are Appealing For**

I am appealing for a place at (name of school):

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And would like my child to start from (DD/MM/YYYY):

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**Child's details**

Child's legal last name:

First name:

Middle name:

Child's date of birth (DD/MM/YYYY):

Male:

Female

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**Parent/Carer Name**

Mr/Mrs/Miss/Ms/Other:

Initials:

Last name:

Relationship to child:

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Telephone numbers:

Email address:

Current Address including the postcode:

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**Other details – if you are in the process of buying or renting a new property, please provide a copy of a letter from your solicitor confirming the purchase or a copy of your new tenancy agreement.**

Child's future address, including postcode:

Date of move:

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**School Details**

Name and address of current school or education provision (if applicable):

Current year group:

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The admission authority has offered my child a place at (name of school):

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To begin in year group:

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Please list the schools you have applied for in order of preference:

1

2

3

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Please list school aged siblings and the schools they attend:

Name

School

1

2

3

4

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**Reason for appeal – you must complete this section giving full reasons for your appeal (continue on a separate sheet if necessary). Include any additional paperwork and refer to A Guide to Education Appeals.**

**The following is only relevant if your appeal is for an Infant Class Size refusal (your refusal letter will tell you if this is the case) you must state on which grounds you are appealing:**

- A. The admission of additional children would not breach the Infant Class Size, or
- B. The admission arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- C. The decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

Please list any additional information either included or to be sent at a later date:

	Included	To Be Sent Later
1		
2		
3		

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**Attendance at appeal hearing – appeal hearings take place remotely using Microsoft Teams. If this will cause you any difficulty please state here:**

Please tick one of the boxes to indicate attendance at the appeal hearing:

I will attend the appeal hearing:

I will not be able to attend the appeal hearing but someone will attend on my behalf:

I will not be able to attend the appeal hearing and understand that the panel will base its decision on my written reasons and evidence:

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You are entitled to ten school days' notice of the appeal hearing date. Sometimes we can timetable your appeal at short notice, which means you do not get that amount of time. Please indicate below if you would be happy for us to do this.

Yes, I am happy to receive under the ten school days' notice

No, I require at least ten school days' notice of my hearing date

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I will need a signer or interpreter who speaks the following language at the appeal hearing

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**Data Protection:** Our Privacy Notice is available at [www.suffolk.gov.uk/CYPprivacynotice](http://www.suffolk.gov.uk/CYPprivacynotice). This privacy notice tells you what information Children's Services collects and uses, and your rights regarding your information. You can request a paper copy by contacting us on 0345 600 0981.

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**Parental Declaration (MUST be completed):** I confirm that I have read the Guide to Education Admission Appeals. I understand that the Appeals' Team is not responsible for forms lost in the post. I also confirm that the information I have given on this form is true and that I am a parent of this child as defined under section 576 of the Education Act 1996.

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**Parent/Carer's signature:**

**Date:**

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**Contact details and where to send this form (we strongly suggest you get proof if posting):**

Please email to: [statutory.appealsoffice@suffolk.gov.uk](mailto:statutory.appealsoffice@suffolk.gov.uk)

Or post to:

Education Appeals Team, PO Box 579, Ipswich, Suffolk, IP1 2BX