



St. Philip's CE VC Primary School
 Bloomfield Rise, Odd Down, Bath. BA2 2BN
 01225 837946
mail@stphilips-school.org
 Headteacher: Andy Joy



School Admission Appeal Form

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|------------------------------------|---|--|
| For School Office use Only: | On what date was the original application made for a school place? | |
| | Insert the date on which the admission application to which this appeal relates was received at the School Office | |
| | What is the date on the refusal decision letter issued by the Admissions Authority? | |
| | Insert the date on which this Appeal Form was received at the School Office | |

Section 1: Your Appeal

For which Year Group has your child been refused a place?

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

| | | | | |
|--|-----|--------------------------|----|--------------------------|
| Legal Surname | | | | |
| First Name and Middle Names | | | | |
| Date of Birth Day/Month/Year | | | | |
| Registered Nationality | | | | |
| Is your child currently on the roll of a UK school? (Please tick) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| If 'Yes' please provide the name of the school | | | | |
| When did he/she last attend school? Month/Year: | | | | |
| Is your child currently a 'Looked After Child'? A child in the care of a Local Authority? (Please tick) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Does your child have an Educational Health Care Plan issued by a Local Authority? (Please tick) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Does your child have any siblings currently attending St Philip's Primary School? A sibling definition is set out in the published Admission Arrangements (Please tick) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 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? Years / Months or Weeks | | | | |
| Are there currently any shared residency arrangements? (Please tick) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

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

| | | | | |
|---|-----|--|----|--|
| Surname | | | | |
| Forename | | | | |
| Title Mr/Mrs/Miss/Ms/other | | | | |
| Your relationship to this child (Parent Carer Other) | | | | |
| Do you live at the same address as the child for whom you are appealing (Please tick) | Yes | | No | |
| If 'No' then please provide your full address for communication purposes | | | | |
| Telephone Number | | | | |
| Mobile Number | | | | |
| Email Address | | | | |

Section 4: Your appeal against the decision to refuse admission

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|--|-----|--|----|--|
| Is it your intention to be present in person at your appeal hearing? A hearing will be scheduled to take place within 30 school days of receipt of this appeal form. (Please tick) | Yes | | No | |
| If you intend that another person represents you or accompanies you to the hearing, please provide their name(s) and status | | | | |
| 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.

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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: | |
|------------------------|--|-------|--|

Please read the following information carefully before completing your appeal form:

School Admission Appeals are subject to the requirements of the 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 as such is responsible for arranging appeal hearings that arise in connection with decisions to refuse admission to the school.

This Appeal Form must be used in order to set out your case and is designed so that the Appeal Panel may fully understand your circumstances. Appeal hearings are scheduled according to the statutory timeframe set out in the appeals timetable which is available on the school website.

The completed Appeal Form may be delivered, posted or emailed to St Philips Primary School. The security of data sent by email is the responsibility of the appellant. If this is of concern to you, then please post or hand deliver the appeal form. It is always advisable to post by a special delivery service or to obtain a receipt if hand delivered. Complete a separate appeal form for each child concerned in full and ensure that you date and sign the declaration before submitting to the School Office.

Your appeal will be administered and clerked independently of the Admission Authority. The appeal clerk, or an appointed administrator, 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 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 or appointed Appeal Administrator, up to two school days before your appeal hearing. No new information may be presented at the hearing, unless the Appeal Panel permits this in exceptional circumstances.